

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 08, 2016 7:10 AM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Cc: Cammack, James C Sr CIV (US); Nixon, Stephanie L CIV (US); Maurice, Donald A CIV (US); Smith, Paul J CIV (US); Gleason, Patrick E CIV DLA DISTRIBUTION (US); Evans, Lester L CIV (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Northrup, John D CIV (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: RE: ACTION: Warehouse condition inspections

PACOUT inspections were completed on 31 August and I input the results on 6 SEP.

Biggest weakness that I saw was a lack of defined 5S (6S) program within the Building. Need to also provide standardized cleaning station for employee use that are easily identifiable.

Establishing owners of areas will also help. Need to determine ownership of some areas where no one claims responsibility.

EWAC checklist is very storage centric.

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 07, 2016 11:18 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Cc: Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>; Nixon, Stephanie L CIV (US) <Stephanie.Nixon@dla.mil>; Maurice, Donald A CIV (US) <donald.maurice@dla.mil>; Smith, Paul J CIV (US) <Paul.Smith2@dla.mil>; Gleason, Patrick E CIV DLA DISTRIBUTION (US) <Patrick.Gleason@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Subject: ACTION: Warehouse condition inspections
Importance: High

Team,

Need your assistance, warehouse inspections should be wrapping up. Items needed from each area:

1. Are inspections completed?
2. Are they in the system?
3. What are our weaknesses?

4. What are the measure put in place to keep conditions optimal? i.e. cleaning schedules, classes on warehouse cleanliness SOP, Audit Readiness.

We are set to meet with the Deputy on Monday 19 September at 0900. Need the above as soon as possible.

Thank You,
Paul L. Finn
DLA Distribution Depot Susquehanna
EDC Division
Division Operations Manager
Phone: 717-770-6087
Govt Cell: 717-982-9617
Email: Paul.Finn@dla.mil

Ross Perot
Lead and inspire people. Don't try to manage and manipulate people.
Inventories can be managed but people must be led.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 07, 2016 9:23 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: Warehouse Conditions

Looks great to me.

Paul Smith will own Areas 5, 6, 7, & 8. He will audit Areas 3 & 4.

Pat Gleason will own Areas 3 & 4 and he will audit Area 5,6,7, & 8.

I will get those guys on track. I did the audits last month in the PACOUT area and entered them into the portal. The portal itself is not conducive for inspecting the area as it lists many items which are related to the storage of materiel.

Great step in codify a standard. I appreciate the help.

v/r
Fran

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 07, 2016 8:13 AM
To: Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: Warehouse Conditions

Here's the updated Chart of areas, as well as owners and auditors for Storage.

To start (subject to your feedback) I'm going to have my Team inspect our own areas to keep it simple and to show them what right looks like.

Ownership of maintaining/ fixing/ addressing action items aligns with the owner of the area.

Inspections/ Audits initially align within area owner Branch, but I'm going to have my High Rise Folks Inspect Active Items area and vice versa for a new set of eyes.

Storage will take 6 of the 12 areas - 3,5,6,7,11,12

Here's the list of required entries on the share portal, the Owner, and the Auditor (initially):

1. ALOC
2. AWOS
3. Bins (Owner: Ty Shaffer; Auditor: James Cammack)
4. CCP Receiving
5. DK01 (Owner: James Cammack; Auditor: Lester Evans)
6. DK02 (Owner: James Cammack; Auditor: Ty Shaffer)
7. DK03/DK04 (Owner: James Cammack; Auditor: Shane Mantz)
8. Mission Receiving
9. Outloading
10. Packing
11. Racks (Owner: Lester Evans; Auditor: Shane Mantz)
12. Walk and Pick (Owner: Shane Mantz; Auditor: James Cammack)

This chart has two additional areas (14 total) - adds Sorter, breaks up Pack into Medium Heavy and Consolidated Pack, breaks W&P up into New and Old, as well as groups DK 01/04 and DK 02/03.

I'm also going to audit the areas not called out/ specified by the portal, just not enter anything for them.

Thanks,

Shane L. Mantz

DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief

Phone: 717-770-8844

Email: Shane.Mantz@dla.mil

"A good leader takes a little more than his share of the blame, a little less than his share of the credit." Arnold H. Glasow

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 07, 2016 7:41 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US); Gleason, Patrick E CIV DLA DISTRIBUTION (US); Smith, Paul J CIV (US)
Subject: FW: EMPLOYEE (b) (6)

Drew,

This may lead to smoke as the employee was between supervisors as she is returning to her shift of record.

v/r
Fran

-----Original Message-----

From: Shaffer, Raymond S CIV (US)
Sent: Wednesday, September 07, 2016 1:39 AM
To: Hurley, Michael S CIV DLA DISTRIBUTION (US) <Michael.Hurley2@dla.mil>
Cc: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Smith, Paul J CIV (US) <Paul.Smith2@dla.mil>; Gleason, Patrick E CIV DLA DISTRIBUTION (US) <Patrick.Gleason@dla.mil>; Spriggs, Michael T CIV DLA DISTRIBUTION (US) <Michael.Spriggs@dla.mil>; Butler, Douglas A CIV DLA DISTRIBUTION (US) <Douglas.Butler@dla.mil>
Subject: EMPLOYEE (b) (6)

MR. HURLEY,

Employee (b) (6) was working for me on a (b) (6). She had (b) (6) projected off but the employee did not have enough time to cover it. I told her she had to report to work that day. She called in and said she will be in. Employee did not show up for work. She was charged (b) (6). Just wanted to give you a heads up.

Ray Shaffer
Supervisory Supply Tech.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 01, 2016 12:31 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: Warehouse Conditions

Couple of minor tweaks and of course there is a fear of "13" :)

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 01, 2016 12:22 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Subject: Warehouse Conditions

What do you guys think about this layout/ organization for the Warehouse Conditions?

I may have messed up some of the building layout stuff, so let me know what I need to fix.

We can identify owners by Branch internally.

There are a total of 13 areas identified here.

I think we should get a list of all Managers - between us and our group of Managers, I think we would be able to do something similar to a 5S program (Fran), where 1 manager has to inspect 1 area (at whatever frequency we want - starting with Monthly).

As long as we have 13 Managers participating, then each person only has to do one.

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"A good leader takes a little more than his share of the blame, a little less than his share of the credit." Arnold H. Glasow

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 30, 2016 2:48 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: September 6th before shift overtime

KC comes in that night....so Tuesday night...they will come in early. KC normally does not get much opportunity for OT which is why I said they could come in if possible....they will overlap the KB shift

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 30, 2016 2:44 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Subject: RE: September 6th before shift overtime

How many KC do you have?

We're looking at OT starting 4 hrs early on the 6th - might back you up.

-----Original Message-----

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 30, 2016 12:07 PM
To: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Cc: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Marshall, Jodi A CIV DLA DISTRIBUTION (US) <Jodi.Marshall@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>
Subject: RE: September 6th before shift overtime

Plan to have KA,KD,KB and KC all start 2 hours prior to current shift. Will start at 4 AM on 6 September

Also any RDOs will be authorized.

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 30, 2016 10:18 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>

Cc: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Marshall, Jodi A CIV DLA DISTRIBUTION (US) <Jodi.Marshall@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>
Subject: September 6th before shift overtime

Team,

As discussed in yesterday's meeting the following are the approved OT hours for Tuesday 6 September, I would highly recommend 4 hours before shift. Need to know your thoughts so that we can make arrangements for Police, maintenance and FOP's.

Receiving 100 Hours
Storage 200Hours
PacOut 200 Hours

Thanks,
Paul

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 30, 2016 12:07 PM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Cc: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Marshall, Jodi A CIV DLA DISTRIBUTION (US); Northrup, John D CIV (US)
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EDC PACOUT
717-770-4925

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Sent: Tuesday, August 30, 2016 10:18 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
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Receiving 100 Hours
Storage 200Hours
PacOut 200 Hours

Thanks,
Paul

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 12:35 PM
To: Frey, Timothy M CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Subject: RE: CCN Issue

I believe that we would need to get the original paper which tends to not jam....

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Frey, Timothy M CIV DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 12:30 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>
Subject: RE: CCN Issue

This order was placed through a J7 contract, not through a government purchase card, so we didn't necessarily have a lot of input on the order. I am wondering if (1) the vendor changed the paper, or (2) J7 contracted with another vendor.

Is the consensus that we need to get rid of this paper and get new stock, or are there other options such as reconfiguring the job setup in the printers?

Do the printers jam continuously, or on occasion?

Tim

Timothy M. Frey
Supervisory General Supply Specialist
Defense Logistics Agency
New Cumberland, PA
(717) 770-4569
timothy.m.frey@dla.mil

-----Original Message-----

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 12:13 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Frey, Timothy M CIV DLA DISTRIBUTION (US) <Timothy.M.Frey@dla.mil>
Subject: RE: CCN Issue

Not sure either. First time I have seen the paper without the edges so I surmise that we got a different vendor.

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 11:50 AM
To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Frey, Timothy M CIV DLA DISTRIBUTION (US) <Timothy.M.Frey@dla.mil>
Subject: FW: CCN Issue

Kyle,

I'm not sure if we ordered these in Storage, or if PAC-OUT did since they typically print the CCNs.

Fran/ Tim,

This might be a case of one of us ordering the wrong CCN paper, that is contributing to these jams?

Thanks,
Shane

-----Original Message-----

From: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 9:58 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: CCN Issue

Shane,

Thoughts on below?

Very Respectfully,

Kyle Combs
LTJG, SC, USN
DLA Eastern Distribution Center Operations Officer Kyle.combs@DLA.mil
Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

-----Original Message-----

From: Kelley, Tracy A CIV DLA INFO OPERATIONS (US)
Sent: Monday, August 29, 2016 7:52 AM
To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>
Cc: Freeman, Jacob H LTC USARMY DLA DISTRIBUTION (US) <jacob.freeman@dla.mil>; Keller, Dennis A CIV DLA INFO OPERATIONS (US) <Dennis.Keller@dla.mil>

Subject: CCN Issue

Good-Morning!!!

Last Friday, 26 August 2016, Dennis and I received a trouble ticket that stated that both of the larger Kyocera 9530 printers were jamming. Upon investigating, we noticed that the normal consumable used to print said CCNs has been changed.

We both noted that the smooth edge of the newer consumable is causing jamming issues. Attached (enclosure 1) is a copy of the current stock being used. Please note that the top part of the start of the page-the alignment is also off....I did get information about this stock from one of the many boxes that were ordered. The numbers are as follows:

DT-5256
8.5X11 BLANK
Item 603984
Date 8/16
SHT/BOX 1000
Shop Order 218498

I have attached (enclosure 2) a copy of what has been used in the past. I do not have any other information on this consumable such as the stock number. However this is what has been used in the past without any slipping, jamming, etc-unless there is an issue with the printer.

Tracy A. Kelley
Mission Hardware
2001 Mission Drive
New Cumberland, PA 17070

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 12:13 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Frey, Timothy M CIV DLA DISTRIBUTION (US)
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Fran Flynn
EDC PACOUT
717-770-4925

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Sent: Monday, August 29, 2016 11:50 AM
To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Frey, Timothy M CIV DLA DISTRIBUTION (US) <Timothy.M.Frey@dla.mil>
Subject: FW: CCN Issue

Kyle,

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Fran/ Tim,

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Shane

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Sent: Monday, August 29, 2016 9:58 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: CCN Issue

Shane,

Thoughts on below?

Very Respectfully,

Kyle Combs
LTJG, SC, USN
DLA Eastern Distribution Center Operations Officer Kyle.combs@DLA.mil

Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

-----Original Message-----

From: Kelley, Tracy A CIV DLA INFO OPERATIONS (US)

Sent: Monday, August 29, 2016 7:52 AM

To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>

Cc: Freeman, Jacob H LTC USARMY DLA DISTRIBUTION (US) <jacob.freeman@dla.mil>; Keller, Dennis A CIV DLA INFO OPERATIONS (US) <Dennis.Keller@dla.mil>

Subject: CCN Issue

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Tracy A. Kelley

Mission Hardware

2001 Mission Drive

New Cumberland, PA 17070

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, August 24, 2016 8:08 AM
To: Thomas, George D CIV DLA DISTRIBUTION (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US); Finn, Paul L CIV DLA DISTRIBUTION (US); Marshall, Jodi A CIV DLA DISTRIBUTION (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: RE: INPUT

Motorized Pallet Jacks

25 EA
20 Sorter Spurs
2 AWOS
3 M/H Area

Mobile Work Stations

3 EA
Supply Techs in AWOS/Trans/Pack&ALOC

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Thomas, George D CIV DLA DISTRIBUTION (US)
Sent: Wednesday, August 24, 2016 7:13 AM
To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Cc: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Marshall, Jodi A CIV DLA DISTRIBUTION (US) <Jodi.Marshall@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Subject: RE: INPUT

Lt.,

My recommendation for this equipment is the following:

1. Motorized Pallet Jacks. Doug Myers has found a pallet jack that will be able to load and unload material onto the towline carts. These would be enormously useful in our high traffic areas where we don't move the palletized material very far, ie the Spurs around the CCP Sorter, AWOS, Mission Receiving Spurs.
Do some quick math and get your requirement to me by COB on Friday, 26 Aug.

- Sea
--Will cover each of our bulk staging areas

2. Mobile Workstation Carts. The current carts have exceeded their lifecycle and we have equipment funding to purchase more. All our IE Team needs from us is the number of how many. I know this is something that George has asked for in the past and the opportunity is finally upon us to actually acquire the equipment. Please let me know how many you could deploy within each of your divisions by COB on August 30th.

-25ea

--The total amount will increase productivity, space utilization and eliminate outdated workstations.

r/
George

-----Original Message-----

From: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)

Sent: Tuesday, August 23, 2016 3:57 PM

To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>

Cc: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Marshall, Jodi A CIV DLA DISTRIBUTION (US) <Jodi.Marshall@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>

Subject: INPUT

Branches,

Two items have come to the surface that may have a quick turnaround with current funding if we can get our requirements in fast enough.

1. Motorized Pallet Jacks. Doug Myers has found a pallet jack that will be able to load and unload material onto the towline carts. These would be enormously useful in our high traffic areas where we don't move the palletized material very far, ie the Spurs around the CCP Sorter, AWOS, Mission Receiving Spurs.

Do some quick math and get your requirement to me by COB on Friday, 26 Aug.

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These are rare opportunities, we can't let them pass by.

Very Respectfully,

Kyle Combs

LTJG, SC, USN

DLA Eastern Distribution Center Operations Officer Kyle.combs@DLA.mil

Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 7:59 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: 2 year probation? Is this valid?

Should not affect us.

During the HRM class the instructors stated that there were rumors that this would be happening.

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 7:06 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Cc: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: 2 year probation? Is this valid?

Drew,

Can you confirm this as true/ accurate?

Thanks,
Shane

-----Original Message-----

From: Drust, Jesse A CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 06, 2016 3:38 PM
To: Spangler, Mick D CIV (US) <Mick.Spangler@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>
Subject: 2 year probation? Is this valid?
Importance: High

The Office of the Secretary of Defense (OSD) has just announced a change to the new-hire probationary period. The National Defense Authorization Act of 2016 (NDAA FY2016) changes the probationary period for newly appointed employees in the Department of Defense from the previous 1-year probation period, to a 2-year probation period.

This means all newly-hired employees in the competitive service in DOD, effective on or after November 26, 2015, are now subject to a 2-year probation period. This only affects new, initial appointments to Federal

service; employees hired in DOD who already successfully served a probationary period in DLA or another Federal agency are not subject to this new requirement.

Any affected employees will be notified by DLA Human Resources and provided information on what the new provision means as well as any impact the change may have. In addition, DLA Human Resources will issue a corrected Notification of Personnel Action documenting the new probation period.

Going forward, DLA will modify Job Opportunity Announcements to ensure all prospective new employees are fully aware of this new DOD probationary period and what it means.

For more information please review the below article, published by the Defense Media Activity on October 3, 2016, which provides additional information regarding this change of probationary period.

J6 Communications

DoD Announces New-Hire Probationary Period

By Terri Moon Cronk DoD News, Defense Media Activity

WASHINGTON, Oct. 3, 2016 - The probationary period for many new civilian employees hired by the Defense Department on or after Nov. 26, 2015, has changed from one year to two years, the acting deputy assistant secretary of defense for civilian personnel policy said.

Julie Blanks confirmed the change to the statute governing the probationary period in a Sept. 27 in a memorandum < Caution-http://www.defense.gov/Portals/1/Documents/pubs/Probationary_Period_for_New_%20Employees-Sep_27_2016.pdf > to human resources directors.

The new law took effect Nov. 26, 2015, as part of the fiscal year 2016 National Defense Authorization Act, said DoD spokesman Eric Pahon.

Who's Affected, Who's Not

The new probationary period affects employees who are appointed to permanent positions in the competitive service, and anyone who received career DoD appointments in the Senior Executive Service on or after Nov. 26, 2015, Blanks' memo noted.

The change doesn't apply to employees appointed prior to that date or those appointed in excepted service, the spokesman said.

"DoD appointees serving a probationary period who were appointed before Nov. 26, 2015, are not affected by the new law and will continue to complete a one-year probationary period," Pahon said.

"The [one-year] supervisory probationary period . is not affected by the new two-year probationary period," he added. "However, those employees who are newly appointed to a supervisory position who are required to serve both a supervisory probationary period and a probationary period . will serve [both] concurrently."

The law also allows DoD and its military departments to "exercise their discretion to extend a covered employee's probationary period past the new two-year requirement," Blanks' memo read, and added DoD policy for that provision is being developed.

Transferring to DoD

Probationary terms can vary when an employee is appointed to a new position outside his or her current agency, officials said:

-- An employee transferring from another agency who has already completed a probationary period under an initial appointment in the competitive service, having attained full appeal rights to the Merit Systems Protection Board, does not have to serve another probationary period under this authority.

-- An employee transferring from another agency who receives a career appointment in the Senior Executive Service in the DoD on or after Nov. 26, 2015, must serve a two-year probationary period.

-- An employee transferring from another agency who has not completed a probationary period and is appointed to a position in DoD may be required to complete a new probationary period. Credit for prior federal civilian service toward completion of a probationary period may apply in accordance with applicable federal regulation.

Why The Law Changed

The reason for the change in the law stems from the increasingly complex nature of much of the work performed by DoD employees, Pahon explained. One year often does not allow sufficient time for a supervisor to form conclusions regarding the performance of a new employee, he pointed out.

For example, supervisors might not have adequate time to observe employees if the new hires must spend much of the first year in training before beginning work, often rotate through various offices within the first year of employment, or because occupations are project-based and new employees don't have an opportunity to demonstrate all the skills associated with their positions, he said.

"Regardless of the reason, the longer probationary period offers employees a greater opportunity to showcase their talents and for supervisors to properly assess their capabilities," Pahon added.

Affected employees are encouraged to speak with their supervisors or human resources contact, he said.

Thank You,

Jesse A. Drust
Materials Handler Supervisor
DDSP-KB High Rise Storage
717-770-8284

"I'm suspicious of people who don't like dogs, But I trust a dog when it doesn't like a person." - Bill Murray

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 6:46 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US); Northrup, John D CIV (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Finn, Paul L CIV DLA DISTRIBUTION (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: FW: FMS material

Continuing the movement on the FMS project.

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Austin, Eileen M CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 06, 2016 2:31 PM
To: Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; EDC PACOUT SUPERVISORS <EDCPACOUTSUPERVISORS@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Abrams, Mark A CIV DLA DISTRIBUTION (US) <Mark.Abrams@dla.mil>; Arnold, Paul B Jr CIV (US) <Paul.Arnold@dla.mil>; Beightol, Lisa J CIV (US) <Lisa.Beightol@dla.mil>; Carrucoli, Alexandra CIV (US) <Alexandra.Carrucoli@dla.mil>; Davis, Karen M CIV (US) <Karen.Davis@dla.mil>; Dunn, Jason P CIV (US) <Jason.Dunn@dla.mil>; Gardner, Sean M CIV (US) <Sean.Gardner@dla.mil>; McMullen, Gary E CIV (US) <Gary.McMullen@dla.mil>; Miller, Joseph A CIV (US) <Joseph.Miller2@dla.mil>; Reed, Iashia R CIV (US) <Iashia.Reed@dla.mil>; Shaffer, Anthony CIV (US) <Anthony.Shaffer@dla.mil>; Smith, Benjamin W CIV (US) <Benjamin.Smith@dla.mil>; Thompson, Bryan A CIV (US) <Bryan.Thompson@dla.mil>; Watson, Jo Mae CIV (US) <JoMae.Watson@dla.mil>; Whitesel, James T CIV (US) <James.Whitesel@dla.mil>; Wilkerson, Lorre R CIV (US) <Lorre.Wilkerson@dla.mil>
Subject: FMS material

Good afternoon,

I was hoping you guys could pass along this updated information on the FMS material in the EDC. Until we completely take over the FMS material here in the EDC we will be consolidating the totable material at spur 127 by the sorter. the tow line carts will go to spur 42. ECS has been updated so that the workers can send the material via carline by the PCN. We will be conducting the final tests of the tow line tomorrow. the shuttle for FMS will no longer be in CCP at doors 166, 167. It will now be at door 197 in outloading. I have made updated spur cards to reflect these changes. If you need them please let me know how many small or large are needed in your areas and I will get them out to you. This change will take effect on Tuesday October 11. If there are any issues or questions please let me know.

Eileen Austin
Pac-Out DFS
717-770-4512

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 06, 2016 9:04 AM
To: Gleason, Patrick E CIV DLA DISTRIBUTION (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: Team Award

Works for me

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Gleason, Patrick E CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 05, 2016 11:02 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: Team Award

Just FYI... I intend to submit our Sorter trainers from both PAC-OUT and Storage for a team award.

Pat

PATRICK E. GLEASON
Shift Manager, PAC-OUT Branch (KB)
Desk 717.770.5682

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 05, 2016 11:33 AM
To: Marshall, Jodi A CIV DLA DISTRIBUTION (US); Watters-Owens, Rhonda L CIV DLA DISTRIBUTION (US); Drye, Corey M CIV DLA DISTRIBUTION (US); Hall, Darryl M CIV (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: "Essential of Interviewing and Hiring: Preparing to Interview"

Understand and complete.

You have the certificate....the training was not assigned to me originally and I had to get approval before I could take the course.

Thanks

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 05, 2016 11:01 AM
To: Watters-Owens, Rhonda L CIV DLA DISTRIBUTION (US) <Rhonda.Watters-Owens@dla.mil>; Drye, Corey M CIV DLA DISTRIBUTION (US) <Corey.Drye@dla.mil>; Hall, Darryl M CIV (US) <Darryl.Hall@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: "Essential of Interviewing and Hiring: Preparing to Interview"

Below is the course needed for the interviews.

The course is called "Essential of Interviewing and Hiring: Preparing to Interview" & is in LMS.....

It is part of the ELDP # BBI course that states, "You must have taken Skill Soft course HR-hr_06_a02_bs_enus, Essentials of Interviewing and Hiring: Preparing to Interview, before you can register for this [instructor-led] course."

RONDA G. UREY
Chief, Support Services Division
DLA Susquehanna PA (DDSP)
New Cumberland, PA
(717) 770-8878

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, September 30, 2016 11:44 AM
To: Marshall, Jodi A CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Cc: Berkheiser, Kirstie M CIV (US)
Subject: RE: Setting up Interviews

Let me know the requirements and remember there are 2 on the KB shift if telephonic contact is required.

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Sent: Friday, September 30, 2016 11:32 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Cc: Berkheiser, Kirstie M CIV (US) <Kirstie.Berkheiser@dla.mil>
Subject: Setting up Interviews

Kirstie may ask assistance from your MA's or Timekeeper next Tuesday and Wednesday to set up interviews for the DPW/MH's.

Please let me know if this will interfere with any other work they are doing for you.

Thank you,

Jodi A. Marshall
Management Services Specialist
EDC Division
DLA Distribution Susquehanna, Pennsylvania
717-770-6109

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, September 30, 2016 10:22 AM
To: Northrup, John D CIV (US)
Cc: Finn, Paul L CIV DLA DISTRIBUTION (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: Safety Recognition

John,
This hit me like a lightning bolt this morning. During the past 6 months here, the only recognition that I have heard from us regarding safety is bad recognition.

We recognize and report the near misses, mishaps, and accidents that we have in the EDC.

We do not recognize the good behavior.

I am sure that there is a plethora of employees who have safely operated MHE in excess of 100, 500, and 1000 hours. I am sure that there is another huge group of employees who have worked in the EDC accident free for 6, 12, 18, 24, 36, 48, or 60 months yet we do not recognize them. There are teams who have no accidents at all....I can point to the crew that packs in Medium Heavy...they are moving and packing some pretty ugly freight yet they as a team have had no accidents.

So what I am getting at is that we should recognize the positive instead of accentuating the negative. Believe that there are ways to do this and that it could help to shape and influence the safety culture around the EDC.

Thoughts, discussion, direction?

v/r
Fran

Francis D. Flynn
Branch Manager
EDC PACOUT
C: 717.770.4925
DSN: 771.4925

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 10:19 AM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: URGENT: LMS Training FY 17: Warehousing

My read is that everyone in the EDC requires this training.

Recommend submitting a roster of all current employees.

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 10:02 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Subject: FW: URGENT: LMS Training FY 17: Warehousing

Please see outline

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Wednesday, September 28, 2016 9:51 AM
To: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Watson, Michael D CIV DLA (US) <Michael.Watson@dla.mil>
Subject: RE: URGENT: LMS Training FY 17: Warehousing

This is the training outline

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 9:34 AM
To: Watson, Michael D CIV DLA (US) <Michael.Watson@dla.mil>; Swisher, Janet L CIV (US) <Janet.Swisher@dla.mil>
Subject: FW: URGENT: LMS Training FY 17: Warehousing

Please see below. Thanks, Paul

-----Original Message-----

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 9:31 AM

To: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Subject: RE: URGENT: LMS Training FY 17: Warehousing

Paul,
Need to get clarification. What is this training and what is the intended audience? This looks like everyone in DDSF needs to have this training. Can you get clarification from Janet?

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 8:32 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: URGENT: LMS Training FY 17: Warehousing
Importance: High

FYA. Paul

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Wednesday, September 28, 2016 7:57 AM
To: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Watt, Michael R CIV DLA DISTRIBUTION (US) <Michael.Watt@dla.mil>; Reed, Gerald L CIV DLA DISTRIBUTION (US) <Gerald.Reed@dla.mil>
Cc: Watson, Michael D CIV DLA (US) <Michael.Watson@dla.mil>
Subject: URGENT: LMS Training FY 17: Warehousing
Importance: High

This is an urgent message as we are in need of an immediate response.
The original request was to know who either does not have Warehousing Training and needs it or who needs it to better meet performance expectations.
The attached list has more than 500 names and we are being questioned as to why so many people are in the noted categories.
Please indicate the reason for the large number or provide a more accurate listing of staff who truly need the class.
Thank you in advance for your help with this

-----Original Message-----

From: Reed, Gerald L CIV DLA DISTRIBUTION (US)
Sent: Monday, September 26, 2016 9:58 AM
To: Swisher, Janet L CIV (US) <Janet.Swisher@dla.mil>
Cc: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>
Subject: URGENT: LMS Training FY 17: Warehousing

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Monday, September 26, 2016 9:31 AM
To: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>
Cc: Watt, Michael R CIV DLA DISTRIBUTION (US) <Michael.Watt@dla.mil>
Subject: RE: URGENT: LMS Training FY 17: Warehousing

We need your list by noon today.

Please let me know if you have any questions, concerns or if you feel you will not make this deadline.

Thank you

--Janet

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Thursday, September 22, 2016 12:08 PM
To: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>
Subject: URGENT: LMS Training FY 17: Warehousing
Importance: High

Response needed by Noon on 9/26/16

Issue: Training needs to update the LMS accounts for employees in need of training.

Action Needed: "Last Name, First Name" of staff assigned to your area who require the below noted course. This would be only staff who have either never had the training or require retraining to improve proficiency.

Course: Warehousing

If you have any questions or concerns, please do not hesitate to reach out to me.

Much Appreciation,
Janet Swisher
Training, Admin Asst.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 9:31 AM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: URGENT: LMS Training FY 17: Warehousing

Paul,
Need to get clarification. What is this training and what is the intended audience? This looks like everyone in DDSP needs to have this training. Can you get clarification from Janet?

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 8:32 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: URGENT: LMS Training FY 17: Warehousing
Importance: High

FYA. Paul

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Wednesday, September 28, 2016 7:57 AM
To: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Watt, Michael R CIV DLA DISTRIBUTION (US) <Michael.Watt@dla.mil>; Reed, Gerald L CIV DLA DISTRIBUTION (US) <Gerald.Reed@dla.mil>
Cc: Watson, Michael D CIV DLA (US) <Michael.Watson@dla.mil>
Subject: URGENT: LMS Training FY 17: Warehousing
Importance: High

This is an urgent message as we are in need of an immediate response.
The original request was to know who either does not have Warehousing Training and needs it or who needs it to better meet performance expectations.
The attached list has more than 500 names and we are being questioned as to why so many people are in the noted categories.
Please indicate the reason for the large number or provide a more accurate listing of staff who truly need the class.
Thank you in advance for your help with this

-----Original Message-----

From: Reed, Gerald L CIV DLA DISTRIBUTION (US)
Sent: Monday, September 26, 2016 9:58 AM
To: Swisher, Janet L CIV (US) <Janet.Swisher@dla.mil>
Cc: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>
Subject: URGENT: LMS Training FY 17: Warehousing

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Monday, September 26, 2016 9:31 AM
To: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>
Cc: Watt, Michael R CIV DLA DISTRIBUTION (US) <Michael.Watt@dla.mil>
Subject: RE: URGENT: LMS Training FY 17: Warehousing

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Thank you

--Janet

-----Original Message-----

From: Swisher, Janet L CIV (US)
Sent: Thursday, September 22, 2016 12:08 PM
To: Potts, Jenny R CIV DLA DISTRIBUTION (US) <JENNY.POTTS@DLA.MIL>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>
Subject: URGENT: LMS Training FY 17: Warehousing
Importance: High

Response needed by Noon on 9/26/16

Issue: Training needs to update the LMS accounts for employees in need of training.

Action Needed: "Last Name, First Name" of staff assigned to your area who require the below noted course. This would be only staff who have either never had the training or require retraining to improve proficiency.

Course: Warehousing

If you have any questions or concerns, please do not hesitate to reach out to me.

Much Appreciation,
Janet Swisher
Training, Admin Asst.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 27, 2016 3:08 PM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Gleason, Patrick E CIV DLA DISTRIBUTION (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Subject: FMS Chutes

Gentlemen,

The ECS changes that were put into place yesterday seem to allow us to collect the tote-able materiel into the FMS chutes using the CCP sorter. This may allow us to stop collecting this materiel in triwalls throughout the EDC.

Would ask for your guidance on how to proceed with the next step in this process. Believe that we should notify the Local that we have the ability to collect this materiel into the CCP sorter and see if there are any issues with this process from their perspective. After that I believe it is a matter of notifying employees of changes in the process.

Let me know your thoughts.

v/r
Fran

Francis D. Flynn
Branch Manager
EDC PACOUT
C: 717.770.4925
DSN: 771.4925

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 27, 2016 7:42 AM
To: Evans, Lester L CIV (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Cammack, James C Sr CIV (US); Shaffer, Ty B LT USN DLA DISTRIBUTION (US)
Subject: RE: ALOC Forklifts

Thanks Lester

Appreciate the support and the work in the queue this morning. Looking forward to beating this one down.

Thanks

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Evans, Lester L CIV (US)
Sent: Tuesday, September 27, 2016 7:40 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>
Subject: RE: ALOC Forklifts

I will work with my counterparts and our supervisors to help resolve this issue in the future. We apologize for any inconvenience we any have caused.

-----Original Message-----

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 27, 2016 7:35 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>
Subject: ALOC Forklifts

Gentlemen,

Need you to explain to the employees who "borrowed" equipment this morning to work in DK that said equipment needs to be in ALOC at 0600. Spent the 1st hour of the day trying to recover the equipment. Understand the need to get the picks. Just get the equipment back when ALOC needs to start.

Thanks
Fran

Francis D. Flynn
Branch Manager
EDC PACOUT

C: 717.770.4925

DSN: 771.4925

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 27, 2016 7:35 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Cammack, James C Sr CIV (US); Evans, Lester L CIV (US)
Subject: ALOC Forklifts

Gentlemen,

Need you to explain to the employees who "borrowed" equipment this morning to work in DK that said equipment needs to be in ALOC at 0600. Spent the 1st hour of the day trying to recover the equipment. Understand the need to get the picks. Just get the equipment back when ALOC needs to start.

Thanks
Fran

Francis D. Flynn
Branch Manager
EDC PACOUT
C: 717.770.4925
DSN: 771.4925

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 22, 2016 6:38 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, Shawn L CIV (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Subject: RE: Feedback: Change Request Form

Looks pretty simple. When you developing the WebUI to handle it.... ;)

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 21, 2016 9:01 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, Shawn L CIV (US) <Shawn.Thomas@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>
Subject: Feedback: Change Request Form

Gents,

I put together a simple change request form to try to harness some semblance of a change process and facilitate communication on upcoming improvements/ changes to process.

Also trying to get buy-in from our LR team and Union partners so that the ULPs, accusations of "changes in working conditions" every time we try to do anything small that truly doesn't impact the work or workers, etc can be streamlined and we CYA.

Thoughts/ feedback on additions/ deletions before I send to John/Paul/Drew?

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"A good leader takes a little more than his share of the blame, a little less than his share of the credit." Arnold H. Glasow

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, September 16, 2016 7:56 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Cc: Simpson, Andrew H CIV DLA DISTRIBUTION (US); Smith, Paul J CIV (US)
Subject: RE: Mediation (ADR)

Shane,
Thanks for the information and the email.

With Paul gaining the promotion over at NAVSUPCEN, I will more than likely be the deciding official

Drew,
Let me know the next step in this one.

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 15, 2016 11:08 AM
To: Smith, Paul J CIV (US) <Paul.Smith2@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Cc: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Subject: FW: Mediation (ADR)

Paul/ Fran,

I believe (b) (6) is your supervisor, but I didn't see you on this email.

Not sure why I was included (probably just assumed I was involved somehow since I'm "that guy" currently).

Thanks,
Shane

-----Original Message-----

From: Boutselis, Robert L CIV (US)
Sent: Thursday, September 15, 2016 10:56 AM
To: DDSP ADRS <DDSPADRS@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; (b) (6)
Cc: (b) (6) CIV DLA DISTRIBUTION (US) (b) (6) Elliott, Randolph A Jr CIV (US) <Randolph.Elliott@dla.mil>; Stern, Robert L Sr CIV (US) <Robert.Stern@dla.mil>
Subject: Mediation (ADR)

Mr. Taylor,

On behalf of (b) (6) I am requesting ADR regarding several concerns

1) Interference with a protected activity. (b) (6) reports that (b) (6) requested representation (EEO) when supervisor (b) (6) engaged in a meeting with him regarding conditions of employment and (b) (6) requested (b) (6) to witness the conversation due to (b) (6) is representing him in a current-open EEO matter and (b) (6) denied his request. This matter occurred on (b) (6)

2) Change in working conditions- Supervisor (b) (6) utilizes his personal cell phone to determine if employees are late in arriving to the designated muster area. Government Terminals or computer terminals clocks have been use to determine time since the year 2004.

3) Supervisor (b) (6) leaned on table in an aggressive manner and asked (b) (6) "What's your reason in being late this morning?" this occurred in front of co-workers that were still in the muster room.

(b) (6) feels that he is being bullied and harass for prior EEO activity as well as Union Activity and his current management creates situations or makes minor infractions appear to be severe to the point that his supervisor uses the threat of potential discipline as a whipping post. (b) (6) doesn't understand how he maintains use or lose leave and his being labeled as an offender in arriving late by the supervisor unofficial time.

Proposing Official: (b) (6)

Deciding Official: ?

Grievant: (b) (6)

Steward of Record: Robert Boutselis

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, September 16, 2016 7:46 AM
To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US); Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: 5S Cleaning stations?

Kyle,

I think that 20 should be a good start and it may also allow us to see if this is the right station for the job.

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Sent: Thursday, September 15, 2016 10:43 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Cc: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: 5S Cleaning stations?

George/Fran,

Need your request ASAP.

It's going to take long enough to get these through the procurement process, can't have lag time on our end defining the requirement.

Thanks.

Very Respectfully,

Kyle Combs
LTJG, SC, USN
DLA Eastern Distribution Center Operations Officer Kyle.combs@DLA.mil
Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 08, 2016 7:37 AM

To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: 5S Cleaning stations?

Team,

If we can make a purchase for 5S cleaning stations similar to the one attached what would be the number you'd require for your work areas? We can get them with wheels as well.

Thanks,
Paul

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 13, 2016 11:50 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: KB Storage Production 12SEP16

We ran into two of them....

I was here until 7 PM after the fire and I can tell you that the spurs and center were clear. Not sure where the hiccup was.

Reach out to Kyle to get a cart report for that time. Perhaps Ed K could look at the data and maybe do some root cause analysis....

Great game last night....hope that everything went well with your trip.

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 13, 2016 11:29 AM
To: Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: KB Storage Production 12SEP16

FYI - looks like last night we ran out of Carts to pick pallets onto - any idea on any flow issues from last night?

Thanks.

-----Original Message-----

From: Northrup, John D CIV (US)
Sent: Tuesday, September 13, 2016 7:41 AM
To: Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Yiengst, Bradley P CIV DLA DISTRIBUTION (US) <Bradley.Yiengst@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>
Cc: Spangler, Mick D CIV (US) <Mick.Spangler@dla.mil>; Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>; Anderson, Shelly R CIV DLA HUMAN RESOURCES (US) <Shelly.Anderson@dla.mil>; Neely, Lawana CIV (US) <Lawana.Neely@dla.mil>; Darrah, Daniel E CIV (US) <Daniel.Darrah@dla.mil>; Johnson, Allen W CIV DLA DISTRIBUTION (US) <Allen.Johnson@dla.mil>; Dunkle, Zachary A CIV DLA DISTRIBUTION (US) <Zachary.Dunkle@dla.mil>; Drust, Jesse A CIV DLA DISTRIBUTION (US) <Jesse.Drust@dla.mil>; Smeltz, Lori P CIV DLA DISTRIBUTION (US) <Lori.Smeltz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>
Subject: RE: KB Storage Production 12SEP16

Great recap Ty - thank you!

-----Original Message-----

From: Shaffer, Ty B LT USN DLA DISTRIBUTION (US)

Sent: Monday, September 12, 2016 11:21 PM

To: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Yiengst, Bradley P CIV DLA DISTRIBUTION (US) <Bradley.Yiengst@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>

Cc: Spangler, Mick D CIV (US) <Mick.Spangler@dla.mil>; Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>; Anderson, Shelly R CIV DLA HUMAN RESOURCES (US) <Shelly.Anderson@dla.mil>; Neely, Lawana CIV (US) <Lawana.Neely@dla.mil>; Darrah, Daniel E CIV (US) <Daniel.Darrah@dla.mil>; Johnson, Allen W CIV DLA DISTRIBUTION (US) <Allen.Johnson@dla.mil>; Dunkle, Zachary A CIV DLA DISTRIBUTION (US) <Zachary.Dunkle@dla.mil>; Drust, Jesse A CIV DLA DISTRIBUTION (US) <Jesse.Drust@dla.mil>; Smeltz, Lori P CIV DLA DISTRIBUTION (US) <Lori.Smeltz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>
Subject: KB Storage Production 12SEP16

Team,

KB Items of Interest:

-Attendance: 104/126 83%

-Safety: No Safety Incidents:

- On Monday September 12, 2016 at approximately 1735 an employee driving a golf cart, near pole M 17, hit a cart while crossing the tow line. The employee reported the incident to a supervisor immediately. There was no injury to the employee. A CA-1 Form was not issued. The cart sustained damage to the pin holder and was removed from the tow line and tagged out. The supervisor performed a visual inspection of the golf cart and verified that there was no damage. The employee's MHE license was pulled pending further evaluation and training. .

-Total KB work completed: 6309.

-9 employees loaned from DB to DK at star of shift to assist with workload.

-10 employees loaned from DR to DK at star of shift to assist with workload.

-Continued F2B's data entry in ARIES.

-Continued Re Labeling project in DB after shift. 44 hours used (14 Employees, 3 Supervisors).

-Fire Alarm went off at 18:12 due to issue in Boiler Room. Evacuated building from 18:12-18:40. Resulted in lost production of 572 tickets (DB: 200, DR: 115, DK: 68, DT: 115.5, DP: 73.5).

-Ran out of O/B carts in DR at approx. 21:00, unable to send out/pick pallets for the remainder of the night.

V/r,

LT Ty Shaffer

CHUTE	BLDG'S	QTY
C139	50 SERIES	76
C141	780 ,80, 87, 89	42
C143	82, 83	32
C145	84, 85	24
C147	732, 760, 765	40
C149	A1,A3,B1,B3,C0,C1,C4	2
C151	E0,E1,J1,M0,M2,N2,O3,O4	104
C153	W0,W1,W2,W3,WV,X1	38
C155	V0	991
	V0 in MOV status	611

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 8:17 AM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US)
Subject: RE: push to West Bulk
Attachments: REWAREHOUSING WORKLOAD.XLSX

Small REW workload out there.

Will send what we can from the floor but this file is small based on past anecdotal evidence

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 8:10 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>
Subject: push to West Bulk

Team,

Let's push what we can to West Bulk this AM, set them up for OT tomorrow. Thanks

Thank You,
Paul L. Finn
DLA Distribution Depot Susquehanna
EDC Division
Division Operations Manager
Phone: 717-770-6087
Govt Cell: 717-982-9617
Email: Paul.Finn@dla.mil

Ross Perot
Lead and inspire people. Don't try to manage and manipulate people.
Inventories can be managed but people must be led.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 12, 2016 2:44 PM
To: Northrup, John D CIV (US); Miller, Brandi L CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Cc: Simpson, Andrew H CIV DLA DISTRIBUTION (US); Marshall, Jodi A CIV DLA DISTRIBUTION (US); Finn, Paul L CIV DLA DISTRIBUTION (US)
Subject: RE: Case Mgt RFI TODAY

(b) (6) is in the middle of the interactive process for an RA. Issue came that medical documentation originally submitted (b) (6) and I questioned the limitations of the documentation as well as if (b) (6) (b) (6) requested additional medical documentation from (b) (6) has stipulated that he provided additional documentation to (b) (6) I am not privy to this information. In the meantime, (b) (6) (b) (6)

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Northrup, John D CIV (US)
Sent: Wednesday, October 12, 2016 2:25 PM
To: Miller, Brandi L CIV DLA DISTRIBUTION (US) <brandi.miller@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Cc: Barnes, Brent E CIV DLA DISTRIBUTION (US) <Brent.Barnes@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Gruff, Jennifer L (Jen) CIV DLA (US) <Jennifer.Gruff@dla.mil>; Urey, Ronda G CIV DLA DISTRIBUTION (US) <Ronda.Urey@dla.mil>; Marshall, Jodi A CIV DLA DISTRIBUTION (US) <Jodi.Marshall@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>
Subject: RE: Case Mgt RFI TODAY

Sir - please review in addition to below information from (b) (6)

(b) (6) - two parallel tracks here...First, non-work related.. (b) (6)

Recommendation: (b) (6)

(b) (6) - non-work related... (b) (6)

Recommendation: (b) (6)

(b) (6) - non work related - (b) (6)

Recommendation: (b) (6)

(b) (6)

In summary, (b) (6)

Thanks for everyone's hard work and assistance.

John

-----Original Message-----

From: Miller, Brandi L CIV DLA DISTRIBUTION (US)

Sent: Wednesday, October 12, 2016 1:33 PM

To: Northrup, John D CIV (US) <John.Northrup@dla.mil>

Cc: Barnes, Brent E CIV DLA DISTRIBUTION (US) <Brent.Barnes@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Gruff, Jennifer L (Jen) CIV DLA (US) <Jennifer.Gruff@dla.mil>

Subject: RE: Case Mgt RFI TODAY

All,

(b) (6) discussed the Reasonable Accommodation requests last week. This what we found out:

(b) (6)

-(b) (6)

(b) (6) - PAC OUT

-(b) (6)

(b) (6)

-(b) (6)

(b) (6)

Brandi Miller
EDC Division
DLA Distribution Susquehanna, Pennsylvania
Desk: 770-5095

-----Original Message-----

From: Northrup, John D CIV (US)
Sent: Wednesday, October 12, 2016 11:57 AM
To: Miller, Brandi L CIV DLA DISTRIBUTION (US) <brandi.miller@dla.mil>
Subject: FW: Case Mgt RFI TODAY

Can you help me here please?:-)

-----Original Message-----

From: Barnes, Brent E CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 12, 2016 9:32 AM
To: Northrup, John D CIV (US) <John.Northrup@dla.mil>
Cc: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Subject: Case Mgt RFI TODAY

John

Where are we at on (b) (6) case status???

(b) (6)

V/R,
Brent

Brent E. Barnes
DCO
DLA Distribution Susquehanna Pennsylvania (DDSP) brent.barnes@dla.mil
(O) 717.770.7421

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 12, 2016 6:40 AM
To: (b) (6) CIV DLA DISTRIBUTION (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: Regarding your ADR about the cell phone.

(b) (6)
The current way to determine time within the EDC that was identified during an ADR and considered "past practice" is to use either a computer terminal or an ECS terminal to determine the time. The analog clocks within the EDC are so far from correct that we cannot use them to tell the time.

Recommend that you get with Managers on what to use. I did let the Local know that there may be IPOE clocks coming to the EDC in the near future which would eliminate the clock issue altogether.

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: (b) (6) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 11, 2016 6:21 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: Regarding your ADR about the cell phone.

Fran,

Currently in storage we are looking to lock our setup doors right at 1430 (the start of our shift) to prevent employees from entering our setup late and disturbing our meeting. I was just wondering the guidance you received about what the proper way is to "check the clock" since you guys had so much trouble with a supervisor using their cell phone to do so. I think I recalled you stating that it had to be a clock from a computer or something of that nature. I just wanted to double check that way we don't run into the same situation you guys had. Any help would be greatly appreciated.

Thank you.

(b) (6)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 12:00 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: SF71's

You have got to be kidding me.....

How could a person believe that this was acceptable.

An OPM71 is/should be an accountable document as it should decrement your leave balance (money). Bet this is a leftover from his time in PACOUT.

That is why I continue to ask for things in writing. We should have an employee handbook which identifies the process and allows the employee to understand the requirement. We here however allow the Local to do this for the employee through word of mouth and allow the Local to become the de facto HR section for the employee.....ugh

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 10:10 AM
To: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: SF71's
Importance: High

Aren't we supposed to be following the SF-71 process?

This morning (b) (6) stopped me and questioned as to why I was making him fill out SF-71's but not (b) (6) insinuating I'm singling him out and treating him differently, so I sent them this.

I then followed up with (b) (6) and he said that Management doesn't do SF-71's and it's not required or documented as needing to be required anywhere.

I told him that I had done them for my time off in Utah and that as far as I was concerned, following the process is required and the only way to CYA when disputes about approved leave vs. not approved leave, etc, as well as having proper documentation to support use of Annual and Sick Leave.

Please advise so we're all on the same page.

Thanks,
Shane

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)

Sent: Friday, October 07, 2016 9:48 AM

To: (b) (6) (b) (6)
(b) (6)

Subject: SF71's

Importance: High

Reminder: If you are planning on being out/ end up missing unplanned, ensure your SF-71 is turned in for prior approval/ submitted after the emergency/ non-prior approved events.

(b) (6) - I don't believe I got one from you last week? Please double check.

Thanks,

Shane L. Mantz

DLA Distribution Susquehanna (DDSP)

EDC Division

Storage Branch

Branch Chief

Phone: 717-770-8844

Email: Shane.Mantz@dla.mil

"A good leader takes a little more than his share of the blame, a little less than his share of the credit." Arnold H. Glasow

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

COMMANDER'S MISSION IMPACT - TEAM OF THE MONTH NOMINATION WORKSHEET

October **FISCAL YEAR** 2017

FULL NAME OF NOMINEE: Sorter Training Team

POSITION TITLE/SERIES/GRADE:

(b) (6)

ORGANIZATIONAL LOCATION: DLA Distribution Susquehanna, PA, PAC-OUT Branch and Storage Branch

NAME OF NOMINATOR/PHONE #: Patrick Gleason, GS-2030-11, Shift Manager, PAC-OUT Branch, patrick.gleason@dla.mil 717-770-5682

NARRATIVE:

(b) (6) spearheaded the Sorter Familiarization Training Program, a joint initiative between the PAC-OUT and Storage Branches of the EDC Division.

The program was designed to provide practical, hands-on, sorter training to Storage Branch employees. Recurring problems at the sorter were determined to be caused by a lack of understanding of the final stages of conveyance from the pick to the pack areas. Technically none of the errors were non-compliant with the SOP Enclosure 2, they did cause delays, and occasionally downtime, in the automated conveyance process unique to DDSP.

(b) (6) developed the initial training plan to address issues and identify corrective/mitigating solutions – none of which added time to the pick process. Ticket placement, proper containment, and tote limitations were all simple solutions to common problems. With the initial plan outlined, they began one-on-one training for the Material Handlers - to date 22 have completed the training. Most walked away stating that they'd simply been unaware of the impacts, but all stated that they'd learned something.

(b) (6) volunteered to be the Storage Branch's first two "sorter certified" trainers. They received more intensive training and worked alongside (b) (6) to further develop the training plan. They also participated in the initial draft of a Job Hazard Analysis (JHA). An agreement was reached for recurring training of all Material Handlers through designated blocks of time when Storage Branch will assume responsibility for Sorter operations. This time will be used to train (and re-train) the rest of their employees, and to increase their pool of certified trainers, with no impact to packing operations.

The collective efforts of these employees has resulted in a peer-to-peer training program that crosses branch/organizational lines. It has enormous potential to increase efficiency of the conveyance processes, reduce damage to material and equipment, and lead to improved relationships between internal customers. It is already being used as the model for similar training programs in other sections of both branches.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, October 17, 2016 9:26 AM
To: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US); Gleason, Patrick E CIV DLA DISTRIBUTION (US)
Subject: FW: Award Nomination - Sorter Team 201610
Attachments: Award - Sorter Team 201610.docx

This is a team award. Not sure how to process this one

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Gleason, Patrick E CIV DLA DISTRIBUTION (US)
Sent: Friday, October 14, 2016 7:37 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: Award Nomination - Sorter Team 201610

Pat

PATRICK E. GLEASON
Shift Manager, PAC-OUT Branch (KB)
Desk 717.770.5682

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, October 17, 2016 9:52 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: EDC FMS

Is that manual stickering identified in the SOP and Encl 2????

I am guessing it is a work around that was put in place to fix the metric but not fix the long term issue....

Just me thinking out loud...

The file shows IPG 1&2 and no Ss which are weird.....

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, October 17, 2016 9:43 AM
To: Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Hand, Bryon A CIV DLA INFO OPERATIONS (US) <Bryon.Hand@dla.mil>; PROKOPCHAK, STEVEN J (Steve) CIV DLA INFO OPERATIONS (US) <Steven.Prokopchak@dla.mil>
Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>
Subject: RE: EDC FMS

Corry,

Can ECS distinguish between IPG 1/2 and IPG 3, so that the FMS Hi-Pri's can go to a different chute?

We're being asked to continue the manual stickering process of sifting through thousands of tickets to still sticker the Hi Pri's based on the generated email, and I'd like to not rely on that manual process that is prone to human error.

Attached is the auto-generated list of Hi-Pri FMS, so there has to be existing flags to identify it.

Just wondering if we can run this to ground and utilize this information to do the sorting for us vs. Storage having to manually sort, find, and sticker, and then PAC-OUT needing to manually identify the sticker and sort.

Thanks,
Shane

-----Original Message-----

From: Austin, Eileen M CIV DLA DISTRIBUTION (US)

Sent: Wednesday, October 12, 2016 12:33 PM

To: Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Hand, Bryon A CIV DLA INFO OPERATIONS (US) <Bryon.Hand@dla.mil>; PROKOPCHAK, STEVEN J (Steve) CIV DLA INFO OPERATIONS (US) <Steven.Prokopchak@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>

Subject: RE: EDC FMS

No that was fixed the other week.

-----Original Message-----

From: Henry, Corry K CIV DLA INFO OPERATIONS (US) [mailto:Corry.Henry@dla.mil]

Sent: Wednesday, October 12, 2016 12:29 PM

To: Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Hand, Bryon A CIV DLA INFO OPERATIONS (US) <Bryon.Hand@dla.mil>; PROKOPCHAK, STEVEN J (Steve) CIV DLA INFO OPERATIONS (US) <Steven.Prokopchak@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>

Subject: RE: EDC FMS

Eileen,

I wasn't aware of any problems with FMS items dropping in the KCCP chutes. Is that still ongoing?

In regards to Towline, we had some server issues on Friday and Tuesday and are looking into whether or not that had to do with the build/FMS changes for towline, or if it's something unrelated with the server. We pulled the FMS Towline build to monitor the problems with the server and Bet Dacheux has a ticket in with the server team to look into some problems we had noticed while I was in operations looking into the crashes. Once, we get a resolution or explanation from the server team, we'll put the FMS build back in and keep an eye on that.

Corry

-----Original Message-----

From: Austin, Eileen M CIV DLA DISTRIBUTION (US)

Sent: Wednesday, October 12, 2016 11:51 AM

To: Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Hand, Bryon A CIV DLA INFO OPERATIONS (US) <Bryon.Hand@dla.mil>; PROKOPCHAK, STEVEN J (Steve) CIV DLA INFO OPERATIONS (US) <Steven.Prokopchak@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>
Subject: RE: EDC FMS

Hey Corry,

I wasn't in yesterday but I did hear of an issue, I'm not sure if you know or not so I figured I would let you know. The issue we had with the chutes dropping the FMS material in KCCP chutes, well we are having that same issue with the cart line. FMS material is going to spur 206, we are overriding it so that it makes it to spur 42.

-----Original Message-----

From: Henry, Corry K CIV DLA INFO OPERATIONS (US) [mailto:Corry.Henry@dla.mil]

Sent: Thursday, October 06, 2016 12:34 PM

To: Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Hand, Bryon A CIV DLA INFO OPERATIONS (US) <Bryon.Hand@dla.mil>; PROKOPCHAK, STEVEN J (Steve) CIV DLA INFO OPERATIONS (US) <Steven.Prokopchak@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>

Subject: RE: EDC FMS

Eileen,

I've been testing it locally, so I haven't tried it out in the warehouse yet, however what I have been able to test, has been going well. Towline is pretty unique and is something we can't test fully from our testing environment. I can put a build together and have Bet start it up at her earliest convenience. We'll be able to get log information and fix whatever issues we run into from there. I do not expect there to be any major problems.

Also, I will be off work until 12 October. I have added Bryon Hand and Steve Prokopchak to the email. Bryon will be in Friday and Steve will be in Tuesday and will be able to assist with any ECS problems we run into.

Corry

-----Original Message-----

From: Austin, Eileen M CIV DLA DISTRIBUTION (US)

Sent: Thursday, October 06, 2016 10:48 AM

To: Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>

Subject: RE: EDC FMS

Hi Corry,

I was just wondering how the test went for spur 42?

-----Original Message-----

From: Henry, Corry K CIV DLA INFO OPERATIONS (US) [mailto:Corry.Henry@dla.mil]

Sent: Wednesday, October 05, 2016 9:11 AM

To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>

Subject: RE: EDC FMS

FMS for the sorter should be good to go.

Towline is not yet automatically redirecting FMS carts to S042. I believe we have a solution in place, but we need to test it.

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)

Sent: Wednesday, October 05, 2016 8:58 AM

To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>

Subject: RE: EDC FMS

Update:

Eileen and Lester worked together on the Spur Card updates - Storage has provided input and validated their accuracy.

Next step will be to train employees on the new process of routing FMS. ECD: 10/8.

Storage will be ready to change over on Monday 10/10 if other parts of the process are ready.

Thanks,
Shane

-----Original Message-----

From: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)

Sent: Wednesday, October 05, 2016 7:40 AM

To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>

Cc: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>

Subject: FW: EDC FMS

ALCON,

With our soft start date of a 11 October approaching I wanted to follow up on our minor but various taskers still open.

Fran:

Did we establish the Loop 9 Spur you want all towline FMS directed to?

Did we give Transportation direction on times/dates and pickup door for FMS?

FMS lane designated in Outloading?

Personnel assigned to work Sorter?

FOP:

Have we begun to discuss the new routing plan with the FOPs?

Shane:

Have you rolled out training for the FMS routing changes to your team?

Michelle:

Do you need anything from the EDC team that I didn't address?

Corry:

Are there any ECS concerns we have overlooked?

Please reply all. Let's use this email chain to tie off any loose ends.

Thanks.

Very Respectfully,

Kyle Combs

LTJG, SC, USN

DLA Eastern Distribution Center Operations Officer Kyle.combs@DLA.mil

Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

-----Original Message-----

From: Watt, Michael R CIV DLA DISTRIBUTION (US)

Sent: Thursday, September 29, 2016 6:47 AM

To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>; Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Gilmore, Roshonda F CPT USARMY DLA LOGISTICS OPERATIONS (US) <roshonda.gilmore@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Vinette, Rene R CIV DLA LOGISTICS OPERATIONS (US) <Rene.Vinette@dla.mil>; Hillman, George E Jr CIV DLA DISTRIBUTION (US) <George.Hillman@dla.mil>

Cc: Wood, David W CIV (US) <David.Wood@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Barnes, Brent E CIV DLA DISTRIBUTION (US) <Brent.Barnes@dla.mil>; Freeman, Jacob H LTC USARMY DLA DISTRIBUTION (US) <jacob.freeman@dla.mil>
Subject: RE: EDC FMS

Good news.

Please let us know where the new Hi Pri pick up will be once determined and operational.

We need to ensure this does not negatively impact the Hi Pri metric that we have finally been able to meet and sustain below the 3 day goal. I am not stating it will, but we need to ensure placing the malt on chutes does not delay the movement of FMS to 53-1 for processing until the ReOrg when you have personal.

At any time, the offer has been and is still there for training (Especially Non bargaining Supv) to come out to FMS, watch, observe and work with Tom and Jim for training so when EDC FMS opens up, you are ready to operate and understand the entire process. Not complicated mind you, but unique in several ways.

v/r

Mike Watt
Bulk Division Chief
DLA Distribution Susquehanna
(w) 717-770-4779
(c) 717-856-2107

-----Original Message-----

From: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 4:03 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; McClure, Michelle L CIV (US) <Michelle.McClure@dla.mil>; Flynn, Bryan C CIV DLA DISTRIBUTION (US) <Bryan.Flynn@dla.mil>; Austin, Eileen M CIV DLA DISTRIBUTION (US) <Eileen.Austin@dla.mil>; Reed, Justin D CIV (US) <Justin.Reed@dla.mil>; Mullen, Brian E CIV (US) <Brian.Mullen@dla.mil>; Henry, Corry K CIV DLA INFO OPERATIONS (US) <Corry.Henry@dla.mil>; Gilmore, Roshonda F CPT USARMY DLA LOGISTICS OPERATIONS (US) <roshonda.gilmore@dla.mil>; Sablan, Darren A LT USN DLA DISTRIBUTION (US) <Darren.Sablan@dla.mil>; Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>; Trefren, Willard E LT USN (US) <Willard.Trefren@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; PROKOPCHAK, STEVEN J (Steve) CIV DLA INFO OPERATIONS (US) <Steven.Prokopchak@dla.mil>
Cc: Wood, David W CIV (US) <David.Wood@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>; Watt, Michael R CIV DLA DISTRIBUTION (US) <Michael.Watt@dla.mil>; Barnes, Brent E CIV DLA DISTRIBUTION (US) <Brent.Barnes@dla.mil>; Freeman, Jacob H LTC USARMY DLA DISTRIBUTION (US) <jacob.freeman@dla.mil>
Subject: EDC FMS

ALCON,

After serious coordination with various 'J types' the EDC is finally prepared to route FMS via automated towline and conveyor.

What does this mean to each of you?

Instead of filling triwalls in multiple pick environments through the EDC, simply place the FMS package on the tote conveyor or the towline and the automated system will direct the material to the appropriate pack station.

Where will the FMS go now?

The CCP Sorter will now collect the toteable FMS at chutes 237-255. The packages will be consolidated into triwalls and moved to Outloading for daily shuttle to building 53 (current FMS operation area). The towline material, that does not route to the Sorter, will go directly to the designated Outloading lane.

Expected improvements?

- Reduction in 'pile management'. All FMS will have one designated location (there were 6 in the previous setup).
- Increased pick rate. MHs will no longer leave their crane to walk FMS to the designated triwall, they will use the tote conveyor in their aisle without ever getting off the MHE.
- It will be easier to locate Hi-pri FMS. We will designate a separate triwall at the Sorter for the Hi-pri FMS.
- More efficient movement of FMS to building 53. The EDC will schedule a daily shuttle to ensure all FMS that gets picked today ships today.
- This change will streamline the process and make for a simpler transition to the eventuality of the EDC working its own FMS internally (after the reorg).

We have some training and minor tweaks ahead of us but plan implementation of this process by Mid-October.

Thank you to everyone involved.

Very Respectfully,

Kyle Combs
LTJG, SC, USN
DLA Eastern Distribution Center Operations Officer Kyle.combs@DLA.mil
Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

WH	WRHS_LC	CONSOL	DD	RLS	PICK_BA	PCN	NIIN	NOUN	AOD_ORI	RIC_FR	RIC_TO	OWN_RIC	DOC_ID
DB	DB27L1D	2DC1	2016	292	1801DB27	BYMH1P1	013670755	SEAL ASS	PFRD546	' SMS	AN5	SMS	A51
DB	DB08E1A	2DC1	2016	292	1801DB08	LR6TGSW	015975152	TUBE,DR/	DEGN5N5	SMS	AN5	SMS	A51
DR	DR24E6B	2DC4	2016	292	1801DR24	P5B8492	010473477	DUCT AS	DNEM5V4	SMS	AN5	SMS	A51
DB	DB09E2A	2DC1	2016	292	1801DB09	RCD249Y	010793971	VANE AS	BKSL5462	SMS	AN5	SMS	A51
DR	DR24E6B	2DC4	2016	292	1801DR24	T5ZM5DF	010473477	DUCT AS	DNEM5V4	SMS	AN5	SMS	A51
DB	DB11F2A	2DC1	2016	292	1801DB11	XC8DLXM	010509366	PLUG AS	DIQT7552	SMS	AN5	SMS	A51
DB	DB16J5B	8DC1	2016	292	1801DB16	XKTBJSVK	015245427	ADAPTER	PMFF5V6	' SMS	AN5	SMS	A51
DR	DR18J7A	7DC4	2016	292	1801DR18	XZH5WM5	012520503	VALVE,SC	BATM5V6	SMS	AN5	SMS	A51
DB	DB27L1D	2DC1	2016	292	1801DB27	Z9W202C	013670755	SEAL ASS	PFRD5462	' SMS	AN5	SMS	A51

DT_MRO	MRO_QTY	COND_CI	PROJ_CD	SHIP_TO_U	WT_LB	U_CUBE	RDD	IPG
2016291	5 A		PFR002	0.2	0.006103	777		1
2016291	7 A		DEG00T	0.01	0.001157	777		1
2016291	6 A		DNE003	0.1	0.194444	777		1
2016291	5 A		BKS005	0.27	0.065199	N		1
2016291	6 A		DNE002	0.1	0.194444	777		1
2016290	30 A	9GV	DIQT00	0.01	0.006076			2
2016291	2 A		DMF003	0.45	0.004629	777		2
2016291	2 A		DAT002	2.35	0.135416	N		1
2016291	5 A		PFR002	0.2	0.006103	777		1

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 18, 2016 3:13 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: FW: FMS hi pri's
Attachments: data (002).xls

FYSA

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Austin, Eileen M CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 18, 2016 11:58 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FMS hi pri's

Just wanted to give you a heads up. Yesterday FMS only found 4 of their hi pri's. I got a copy of the list today and they are all in M02 except 1. We are not losing it. Storage isn't even picking them. Heading to the transportation meeting in a bit.

Eileen Austin
Pac-Out DFS
717-770-4512

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, October 24, 2016 2:18 PM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Cc: Thomas, George D CIV DLA DISTRIBUTION (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US); Northrup, John D CIV (US)
Subject: RE: Branch Chief Score Card Briefs GS-12's

Thanks for the run down

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Monday, October 24, 2016 12:10 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Cc: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>
Subject: RE: Branch Chief Score Card Briefs GS-12's

Shane, Fran,

We'll forgo the meeting today, if any pressing issues I'll let you know. Do you have any pressing issues you'd like to discuss?

Just a few notes:

Overtime continue on current path. (labeling, Supervisor/Mgmt.) coverage.

Supervisor meetings Thursday and Friday, please have coverage on Thursday so all KB Supervisors/Mgmt. can attend.

George let's revisit the game plan for CCP backlog.

PDO Fran continue moving forward with containers, any roadblocks let me know, appears all are on board.

DK Shane did you touch base with Chief Johnson with her concerns?

DB40 any word back from Mr. Cornelius?

MustDo's are we capturing the 10 day old listed today?

I'll touch base with Drew to set a date for the GS-11 interviews.

Thank You,
Paul L. Finn
DLA Distribution Depot Susquehanna
EDC Division
Division Operations Manager
Phone: 717-770-6087
Govt Cell: 717-982-9617
Email: Paul.Finn@dla.mil

Ross Perot
Lead and inspire people. Don't try to manage and manipulate people.
Inventories can be managed but people must be led.

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, October 24, 2016 12:00 PM
To: Finn, Paul L CIV DLA DISTRIBUTION (US) <Paul.Finn@dla.mil>
Cc: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: RE: Branch Chief Score Card Briefs GS-12's

Paul,

With George out today, are you still planning on having this meeting?

Thanks,
Shane

-----Original Appointment-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, August 24, 2016 10:58 AM
To: Finn, Paul L CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US); Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US); Northrup, John D CIV (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US); Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Subject: Branch Chief Score Card Briefs GS-12's
When: Monday, October 24, 2016 1:00 PM-1:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Division Conference Room
Importance: High

Team,

This is a meeting designed per the Battle Rhythm to discuss the following:

1. Safety: Any incidents? LTI/DART/TCIR Rates. Training provided, lessons learned.
2. People: Focus meetings conducted, professional development training, any staffing issues.

3. Quality: Rate for your Branch, Audit Readiness, training, what are the big quality issues? Number of Audits conducted Post/Live. Have supervisory counseling's been conducted for employees making errors and those not making errors.

4. Performance: Metrics, i.e. on time performance, DTK, etc.. See your Scorecard for categories that apply to your branch.

5. What help do you require from the Division?

This meeting will be limited to 30 minutes total, 10 minutes per Branch.

Come prepared to talk at a minimal on the above.

Thank You,
Paul

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Monday, October 24, 2016 10:38 AM
To: Sterbutzel, Robert P CIV DLA DISTRIBUTION (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US); Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Subject: RE: (b) (6)

Rob,
Believe that (b) (6)

CCd Shane on this one.

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Sterbutzel, Robert P CIV DLA DISTRIBUTION (US)
Sent: Monday, October 24, 2016 10:37 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: (b) (6)

Fran,

Is (b) (6) one of yours ??? If so what size sweat top do you think he would wear ??? The CDR wants to present him with a sweat top and a letter of thanks for (b) (6)

Thanks Rob

Robert P. Sterbutzel
Secretary Command Staff
DLA Distribution Susquehanna, Pennsylvania (DDSP)
2001 Mission Drive
(Bldg# 2001, Room 245)
New Cumberland, PA 17070
Com:(717)770-5579
DSN: 771-5579
Gov Cell: (717)903-6508
robert.sterbutzel@dla.mil

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 20, 2016 8:42 AM
To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US); Thomas, George D CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: Necessary Information

Kyle,
There is a document number right on the 1348. The contractor needs to find the accountable officer and identify who owns the DODAAC W52H09 and then who is assigned the serial numbers that are being used. Believe that W52H09 is a large overall DODAAC for RDEC.

This can be resolved on their installation. Also the one document is a UPS label and there should be an MSL (Military Shipping Label) on the package. The UPS label is generic and does not have the information that the gentleman is looking for.

v/r
Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US)
Sent: Thursday, October 20, 2016 8:19 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>; Thomas, George D CIV DLA DISTRIBUTION (US) <george.thomas@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: Necessary Information

Fellas,

I'd like to help this guy but don't know where to start.

Thoughts?

Very Respectfully,

Kyle Combs
LTJG, SC, USN
DLA Eastern Distribution Center Operations Officer
Office: 717-770-5815

"Whether you think you can or you think you can't, you're right." -Henry Ford

-----Original Message-----

From: Brown, Eugene E CTR (US) [mailto:eugene.e.brown3.ctr@mail.mil]
Sent: Thursday, October 20, 2016 8:15 AM

To: Combs, Kyle S Jr LTJG USN DLA DISTRIBUTION (US) <Kyle.Combs@dla.mil>

Subject: Necessary Information

Good morning Mr. Combs,

I am sending this e-mail and two pictures to you in regards to an ongoing issue that I'm hoping you can help me resolve. I am the current "Lead" for Shipping/Receiving here at Picatinny Arsenal, New Jersey. Over the past several years, we have been receiving packages from DLA New Cumberland where the shipping label does not have a Point of Contact (POC), or building number other than Central Receiving's (my building), nor an Office Symbol for the prospective recipient. The "packing list" or in many cases, the DD Form 1348 equally does not have any information as to whom the package is to be delivered to.

On the rare occasion, the DD Form 1348 will have information (i.e. the POC) placed on the back of the form. Unfortunately, we do not have a system that will unlock information from document numbers like the one attached. Consequently, we utilize a large amount of "man-hours" to track down potential recipients, have them visit with us and look over the items to determine if it belongs to them; this may occur two or more times in a single day for the same package.

There must be a way for DLA to gather the information when they receive a package or request, and then forward that information onto the respective final destination. In this current climate of violent acts, I would hope that organizations are not sending or accepting packages without knowing who it is for. I firmly believe that it is every shipper's responsibility to identify the end user of any package outbound.

Our goal here, at Picatinny Arsenal, is to get packages to our customers in a timely manner and not have it delayed due to a lack of information; or sent back for the same reason. Any assistance you can give regarding this matter in the near future, would be helpful.

Eugene E. Brown

Supply Technician (Lead)

Chugach Industries Inc.

Bldg. 91 South

Picatinny Arsenal, NJ 07806

(973) 724-6462

Fax: (973) 724-3178

E-mail: eugene.e.brown3.ctr@mail.mil

Classification: UNCLASSIFIED

Caveats: NONE

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 20, 2016 6:59 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: RE: FMS hi pri's

Where is Bin 1/2?

If the items get sent to S127 in red totes through the cart line, they are sorted into the triwalls. If they go to S042 they get sent to 53-1 in the red tote.

Checked this AM at S127 and there were 2 carts there with 4 orange totes of misrouted stuff. Most had to get to the sorter, and they were sent to S094 to get pushed up to the sorter.

Working the kinks out of the change is a good thing.

Not sure where the pick the hi-pri process came about, but we need to keep moving the needle to reduce that variation.

Fran

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 19, 2016 3:30 PM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FW: FMS hi pri's

FYI - not sure if you guys prefer us sending stuff to 127 or 42 in this exception case where Bin 1/2 outbound conveyor is down.

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 19, 2016 3:30 PM
To: Evans, Lester L CIV (US) <Lester.Evans@dla.mil>
Subject: RE: FMS hi pri's

Lester,

Copy, thanks for the follow up.

FYI - neither Bin 1 or 2 was on the list of missed FMS Hi Pri yesterday not picked.

What is the reason they didn't get picked?

Are you sending FMS and regular tickets to Spur 127?

Shouldn't we be sending the FMS in red totes from Bin 1 and 2 to Spur 42?

Whatever we do is fine by me, let's just make sure we're doing what PAC-OUT wants, if you haven't already conversed with them.

Thanks,
Shane

-----Original Message-----

From: Evans, Lester L CIV (US)

Sent: Wednesday, October 19, 2016 2:40 PM

To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Anthony, Wayne L CIV (US) <Wayne.Anthony@dla.mil>; Carbaugh, Robert A Sr CIV (US) <Robert.Carbaugh@dla.mil>; Coates, Joshua C CIV DLA INFO OPERATIONS (US) <Joshua.Coates@dla.mil>; Darrah, Daniel E CIV (US) <Daniel.Darrah@dla.mil>; Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>; Drust, Jesse A CIV DLA DISTRIBUTION (US) <Jesse.Drust@dla.mil>; Dunkle, Zachary A CIV DLA DISTRIBUTION (US) <Zachary.Dunkle@dla.mil>; Fulton, Andrew S CIV DLA DISTRIBUTION (US) <Andrew.Fulton@dla.mil>; Gossard, Aron M CIV DLA DISTRIBUTION (US) <Aron.Gossard@dla.mil>; Johnson, Allen W CIV DLA DISTRIBUTION (US) <Allen.Johnson@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Marlin, Jessie W CIV (US) <Jessie.Marlin@dla.mil>; Neely, Lawana CIV (US) <Lawana.Neely@dla.mil>; Paganbonilla, Jose A CIV (US) <Jose.Pagan@dla.mil>; Peterson, Lisa L CIV (US) <Lisa.Peterson@dla.mil>; Powley, Jason C CIV DLA DISTRIBUTION (US) <jason.powley@dla.mil>; Schiebold, Warren L Jr CIV (US) <Warren.Schiebold@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Smeltz, Lori P CIV DLA DISTRIBUTION (US) <Lori.Smeltz@dla.mil>; Spangler, Mick D CIV DLA DISTRIBUTION (US) <Mick.Spangler@dla.mil>; Spriggs, Sabrina Y CIV (US) <Sabrina.Spriggs@dla.mil>; Thomas, Shawn L CIV (US) <Shawn.Thomas@dla.mil>

Subject: RE: FMS hi pri's

We are not avoiding picking hi pris' the direction is to send them out with normal conveyance. Only issue we have is bin 1 and 2. The bin conveyance is not in operation due to an upgrade. These bins are dropping their work down to the bin floor and placed in red totes to be sent to spur 127 for consolidation. The non-conveyable item are being sent to spur 42.

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US) [mailto:Shane.Mantz@dla.mil]

Sent: Tuesday, October 18, 2016 3:35 PM

To: Anthony, Wayne L CIV (US) <Wayne.Anthony@dla.mil>; Carbaugh, Robert A Sr CIV (US) <Robert.Carbaugh@dla.mil>; Coates, Joshua C CIV DLA INFO OPERATIONS (US) <Joshua.Coates@dla.mil>; Darrah, Daniel E CIV (US) <Daniel.Darrah@dla.mil>; Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>; Drust, Jesse A CIV DLA DISTRIBUTION (US) <Jesse.Drust@dla.mil>; Dunkle, Zachary A CIV DLA DISTRIBUTION (US) <Zachary.Dunkle@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; Fulton, Andrew S CIV DLA DISTRIBUTION (US) <Andrew.Fulton@dla.mil>; Gossard, Aron M CIV DLA DISTRIBUTION (US) <Aron.Gossard@dla.mil>; Johnson, Allen W CIV DLA DISTRIBUTION (US) <Allen.Johnson@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Marlin, Jessie W CIV (US) <Jessie.Marlin@dla.mil>; Neely, Lawana CIV (US) <Lawana.Neely@dla.mil>; Paganbonilla, Jose A CIV (US) <Jose.Pagan@dla.mil>; Peterson, Lisa L CIV (US) <Lisa.Peterson@dla.mil>; Powley, Jason C CIV DLA DISTRIBUTION (US) <jason.powley@dla.mil>; Schiebold, Warren L Jr CIV (US) <Warren.Schiebold@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Smeltz, Lori P CIV DLA DISTRIBUTION (US) <Lori.Smeltz@dla.mil>; Spangler, Mick D CIV DLA DISTRIBUTION (US) <Mick.Spangler@dla.mil>; Spriggs, Sabrina Y CIV (US) <Sabrina.Spriggs@dla.mil>; Thomas, Shawn L CIV (US) <Shawn.Thomas@dla.mil>

Subject: FW: FMS hi pri's

Supervisors/ Lester,

Is this true that we're not even picking the FMS Hi Pri's?

Are people avoiding them or just not getting to them because of total workload in the aisle?

How are you currently following up to ensure these are getting done/ not getting skipped?

I need Supervisors to own ensuring these get picked - even when we don't staff someone there in the aisle fully for the shift, there are so few of these that any misses drive down the metrics very low.

Lester/ Ty,

Please confirm that these FMS emails are still being reviewed, and followed up on and these orders are getting processed as a priority. There aren't that many so it's not a big burden, and we need to stay on top of it.

The ECS changes incorporated last week didn't eliminate our ownership of ensuring all the FMS Hi-Pri got picked, only that we didn't have to sort it manually and could use ECS to move product.

Please confirm this gap is closed moving forward.

Thanks,
Shane

-----Original Message-----

From: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 18, 2016 3:13 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: FMS hi pri's

FYSA

Fran Flynn
EDC PACOUT
717-770-4925

-----Original Message-----

From: Austin, Eileen M CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 18, 2016 11:58 AM
To: Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US) <Francis.Flynn@dla.mil>
Subject: FMS hi pri's

Just wanted to give you a heads up. Yesterday FMS only found 4 of their hi pri's. I got a copy of the list today and they are all in M02 except 1. We are not losing it. Storage isn't even picking them. Heading to the transportation meeting in a bit.

Eileen Austin
Pac-Out DFS
717-770-4512

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, June 10, 2016 6:25 PM
To: Northrup, John D CIV (US)
Subject: Leave Request
Attachments: OPM71 (Mantz JUN Vacation).pdf; LWOP ADVLV RQST (JUN13-14).pdf

Importance: High

John,

Attached is my Leave Request form - I wasn't sure how to quite fill it out but think I got it. Also attached another form I found on the sharedrive when looking for a blank leave form - wasn't sure if that was required or not but just in case.

Based on your feedback and consultation with the significant other, I am requesting the following on the leave form:

Requesting to take (b) (6)

(b) (6)

If this doesn't work, we can adjust when I return.

If you need anything, you can reach me on my cell at (b) (6)

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

Request for Leave or Approved Absence

1. Name (Last, first, middle) Mantz, Shane L.		2. Employee or Social Security Number (Enter only the last 4 digits of the Social Security Number (SSN)) <div style="text-align: center;">(b) [REDACTED]</div>		
3. Organization DDSP, Storage Branch				
4. Type of Leave/Absence <i>(Check appropriate box(es) below)</i>	Date From To	Time From To	Total Hours	5. Family and Medical Leave
<div style="background-color: black; color: white; padding: 5px;">(b) (6)</div>				If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care Serious health condition of <input type="checkbox"/> spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act. Medical certification of a serious health condition may be required by your agency.</i>
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other				
<div style="background-color: black; color: white; padding: 5px;">(b) (6)</div>				
Requesting to take 20 hrs LWOP the week of 6/13, and work 60 hours the week of 6/20, under the MaxiFlex schedule, to offset the lack of leave accrued and take this pre-scheduled vacation prior to joining DLA on 5/16/16.				
7. Certification: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification on this form may be grounds for disciplinary action, including removal.				
7a. Employee Signature <div style="background-color: black; color: white; padding: 2px;">(b) (6)</div>			7b. Date Jun 10, 2016	
8a. Official Action on Request: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			<i>(If disapproved, give reason. If annual leave, initiate action to reschedule.)</i>	
8b. Reason for Disapproval: 				
8c. Supervisor Signature			8d. Date	
PRIVACY ACT STATEMENT				
Section 6311 of Title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: to the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.				
Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to Title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.				

DDSP- K

MEMORANDUM FOR DDSP- D

SUBJECT: (b) (6)

Employee's name: Shane Mantz

Assigned work area: DDSP - Storage Branch

Type of Request: (b) (6)

(b) (6)

Title/Series/Grade: (b) (6)

SVCD: (b) (6) Total Years/Months of Service: (b) (6)

Any prior documented/required/prolonged absences: Yes ☐ No ☒

If yes, when/how long/why:

N/a

Immediate Supervisor's Recommendation and reason why:

Supervisor's Signature

Date

Branch Level recommendation and reason why:

Approved Yes ☐ No ☐

Signature: _____

Date: _____

Division Chief recommendation/decision:

Approved Yes ☐ No ☐

Signature: _____

Date: _____

Deputy Commander recommendation/decision:

Approved ☐ Disapproved ☐

Signature: _____

Date: _____

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, June 06, 2016 4:16 PM
To: Northrup, John D CIV (US)
Subject: PII Training Cert
Attachments: DLA_PII_Certificate.pdf

John,

Here's my PII training page signed, sent to supervisor as required by the online training.

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil



DEFENSE LOGISTICS AGENCY
PRIVACY SAFEGUARDS AND RESPONSIBILITIES
Version for Federal Employees and Military Members
(Prior to Account Access at DLA and Annual Refresher)

This is to certify that:

1. I have received Initial / Refresher training on my privacy responsibilities.
2. I understand that I am responsible for safeguarding personal information¹ (also referred to as “personally identifiable information”) that I may have access to incident to performing official DLA duties.
3. I understand that I may be subject to penalties and disciplinary action as outlined in 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*², 32 C.F.R. Part 310, *Department of Defense Privacy Program*, 32 C.F.R. Part 323, *Defense Logistics Agency Privacy Program*, and DLA Instruction (DLAI) 1426.01, “Maintaining Discipline,” (October 29, 2013), Table of Offenses and Recommended Penalties³ for:
 - a. failure to properly safeguard personal information / personally identifiable information;
 - b. improperly collecting, using, maintaining, or disclosing such information; and
 - c. failure to report any known or suspected loss or the unauthorized disclosure of such information.
4. I will conduct myself consistent with established *DOD Privacy Rules of Conduct* below so that personal information to be stored in a Privacy Act System of Records shall only be collected, maintained, used, and disseminated, as authorized by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, 32 C.F.R. Part 310, *Department of Defense Privacy Program*, and 32 C.F.R. Part 323, *Defense Logistics Agency Privacy Program*.
5. *DOD Privacy Rules of Conduct*
 - a. As a member of the DLA Workforce, I will:

-
- ¹ **Personal Information.** Information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual. Such information is also known as “personally identifiable information (PII).”
- ² **5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, subsection (i) Criminal Penalties.**
- (1) Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established there under, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
 - (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of 5 U.S.C. 552a shall be guilty of a misdemeanor and fined not more than \$5,000.
 - (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.
- ³ **DLA Instruction (DLAI) 1426.01, “Maintaining Discipline,” (October 29, 2013), Table of Offenses and Recommended Penalties**

Offense (Cause of Action)	Penalties		
	First Offense	Second Offense	Third Offense
Insubordination, defiance of or contemptuous behavior toward constituted authority, refusal to carry out proper orders, disregard of regulation or directive.	Reprimand to Removal	1-day Suspension to Removal	5-day Suspension to Removal

- i. Take such actions, as considered appropriate, to ensure that any personal information contained in a system of records, of which I have access to shall be protected so that the security and confidentiality of the information shall be preserved.
 - ii. Not disclose any personal information contained in any system of records, except as authorized by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, or other applicable laws or regulations. Willfully making such disclosure when knowing that disclosure is prohibited, I will be subject to possible criminal penalties and/or administrative sanctions.
 - iii. Report any unauthorized disclosures of personal information from a system of records or the maintenance of any system of records not authorized by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, 32 C.F.R. Part 310, *Department of Defense Privacy Program*, and 32 C.F.R. Part 323, *Defense Logistics Agency Privacy Program*, or any suspected loss, theft or compromise of personally identifiable information immediately to the **DLA Network Operations and Security Center (NOSC) at 1-877-352-6366**.
- b. If I am a System Manager⁴ for a DLA Privacy Act System of Records⁵, I will:
- i. Ensure that all personnel with access to the system of records or those who develop or supervise procedures for handling records in the system of records shall be aware of their responsibilities and are properly trained to safeguard personal information being collected and maintained under the DLA Privacy Program.
 - ii. Prepare promptly any required new, amended, or altered system notices for the system of records and submit them through the DLA HQ Privacy Office to the Defense Privacy Office for publication in the Federal Register.
 - iii. Not maintain any official files on individuals, which are retrieved by name or other personal identifier, without first ensuring that a notice for the system of records has been published in the Federal Register. Willfully maintaining a system of records without meeting the publication requirements, as prescribed by 5 U.S.C. 552a, *The Privacy Act of 1974, as amended*, 32 C.F.R. Part 310, *Department of Defense Privacy Program*, and 32 C.F.R. Part 323, *Defense Logistics Agency Privacy Program*, I will be subject to possible criminal penalties and/or administrative sanctions.

Shane Mantz

Printed Name

(b) (6)

Signature

06-Jun-2016

Date Signed

DDSP

DLA Organization Code

INSTRUCTIONS: Keep a copy of this certification for yourself and give a signed/dated copy to your supervisor.

⁴ **System Manager.** The official who is responsible for the operation and management of a DLA Privacy Act system of records.

⁵ **System of Records.** A group of records under the control of DLA, or maintained by a contractor on behalf of DLA, from which personal information is retrieved by the individual's name or by some other identifying number, symbol, or other identifying particular assigned to an individual.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Shaffer, Ty B LT USN DLA DISTRIBUTION (US)
Sent: Monday, August 29, 2016 4:55 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: FW: August EOM Nomination
Attachments: EOM August.pdf

Importance: High

Shane,

Reviewed the attached Award nomination and would like to submit.

V/r,
LT Ty Shaffer

-----Original Message-----

From: Darrah, Daniel E CIV (US)
Sent: Friday, August 26, 2016 7:12 PM
To: Shaffer, Ty B LT USN DLA DISTRIBUTION (US)
Subject: August EOM Nomination
Importance: High

I would like to nominate (b) (6) for EOM.

Dan Darrah
DPW Supervisor
DK - Active Items - KB
717-770-5229

EMPLOYEE OF THE MONTH NOMINATION WORKSHEET



MONTH: August **FISCAL YEAR** 2016

FULL NAME OF NOMINEE: (b) (6)

POSITION TITLE/SERIES/GRADE: DPW / WG-05 6901

ORGANIZATIONAL LOCATION: DK/ Storage Branch, DLA
Distribution Susquehanna, PA

NAME OF NOMINATOR/PHONE #: Mr. Daniel E Darrah , DPW
Supervisor; Daniel.Darrah@dla.mil; DLA Distribution Susquehanna,
PA, (717) 770-5229

NARRATIVE

(b) (6) has been a valued employee at DDSP since (b) (6). As a DPW working in DK/ Active Items his experience and knowledge of the department's operations are a valuable asset to the team. His attention to detail and utilization of the different size storage locations in DK01 make the area a safer place to work. (b) (6) works with Stock Positioning personnel to make the most use of the space available in DK01 for incoming materiel. I have seen him restack material that was leaning to make the area safe. If there is a location that is not full and we have a big inbound load (b) (6) will consult with the Supply Tech and rewarehouse the material to a smaller location in DK01 to make room for a large load. This keeps the same kind of material together. It is easier to pick and prevents sending the material that does not fit to another warehouse. This saves so much time for everyone. The pickers can go to the correct location and the material is there.

His quality of work is good. There were no errors for him brought to my attention. His stows are correct and placed safely in location. (b) (6) is always willing to help his coworkers if they encounter problems. He has a knack for finding material in temp locations that nobody else can find. Adam always performs any task that he is asked to do. He stages all the MHE to be picked up for PM. He can do any job in DK or Walk and Pick.

(b) (6) job performance helps DK / Active Items.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Thursday, June 09, 2016 9:23 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US); Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: Missed call from Simpson, Andrew H CIV DLA DISTRIBUTION (US)-Change Notification: ACTION ITEM: CCP/MISSION OVERTIME

Missed call from Simpson, Andrew H CIV DLA DISTRIBUTION (US)-Change Notification: ACTION ITEM: CCP/MISSION OVERTIME

Simpson, Andrew H CIV DLA DISTRIBUTION (US)
SUPERVISORY DISTRIBUTION FACILITIES SPECIALIST , DLA
E-mail: andrew.simpson@dla.mil <<mailto:andrew.simpson@dla.mil>>

IM: andrew.simpson@dla.mil <[sip:andrew.simpson@dla.mil](mailto:andrew.simpson@dla.mil)>

Microsoft® Office Communicator 2007 R2

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, May 20, 2016 3:55 PM
To: Simpson, Andrew H CIV (US)
Subject: Accepted: (b) (6)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 27, 2016 10:42 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Declined: Article 29

Unfortunately I'll be OOTO – but you have my input already anyway.

I think the Detail Bob proposed will help reduce the impact, but not completely solve the issue – we'll still be moving people and deal with people coming in late.

Although attendance was 92%, so something good must be happening in Storage to encourage people to come to work!

Please let me know how it goes.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 20, 2016 10:34 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: DK Lockers

(b) (5)



Please let me know when this can be discussed/ meeting held.

Thanks,
Shane

-----Original Message-----

From: Thomas, Shawn L CIV (US)
Sent: Thursday, October 20, 2016 8:54 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: DK Lockers

Shane

(b) (5)



Can you please advise once this is discussed.

Thanks

Shawn

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, October 17, 2016 3:15 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Accepted: ADR - AFGE LOCAL 2004

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 12, 2016 4:55 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Accepted: GS-11 TP's

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 12, 2016 4:55 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Accepted: Follow up Discussion

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 7:42 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: Active Items

FYI...

-----Original Message-----


From: Shaffer, Ty B LT USN DLA DISTRIBUTION (US)
Sent: Wednesday, October 05, 2016 8:48 PM
To: Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: Active Items

Steph,

As you know, we currently have a gap in coverage in the Active Items area due to Shelly's recent departure. In order to fill this gap quickly, I'm asking that you fill in until further notice. Currently Dan and AJ are struggling with the amount of ground they need to cover on a daily basis.

We will be splitting your high rise roster amongst the other current high rise supervisors so please prepare your files for transfer. I'd like to make this change effective by Tuesday so please prepare accordingly.

Thank you for your continued support and flexibility. I truly believe you will make a valuable contribution to the active items team as you have for so many years in the high rise.

V/r,
LT Ty Shaffer
DLA Distribution Susquehanna
KB Storage Branch Manager
 717-770-8904

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, October 07, 2016 7:06 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US); Thomas, George D CIV DLA DISTRIBUTION (US); Flynn, Francis D (Fran) CIV DLA DISTRIBUTION (US)
Subject: FW: 2 year probation? Is this valid?

Drew,

Can you confirm this as true/ accurate?

Thanks,
Shane

-----Original Message-----

From: Drust, Jesse A CIV DLA DISTRIBUTION (US)
Sent: Thursday, October 06, 2016 3:38 PM
To: Spangler, Mick D CIV (US) <Mick.Spangler@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>
Subject: 2 year probation? Is this valid?
Importance: High

The Office of the Secretary of Defense (OSD) has just announced a change to the new-hire probationary period. The National Defense Authorization Act of 2016 (NDAA FY2016) changes the probationary period for newly appointed employees in the Department of Defense from the previous 1-year probation period, to a 2-year probation period.

This means all newly-hired employees in the competitive service in DOD, effective on or after November 26, 2015, are now subject to a 2-year probation period. This only affects new, initial appointments to Federal service; employees hired in DOD who already successfully served a probationary period in DLA or another Federal agency are not subject to this new requirement.

Any affected employees will be notified by DLA Human Resources and provided information on what the new provision means as well as any impact the change may have. In addition, DLA Human Resources will issue a corrected Notification of Personnel Action documenting the new probation period.

Going forward, DLA will modify Job Opportunity Announcements to ensure all prospective new employees are fully aware of this new DOD probationary period and what it means.

For more information please review the below article, published by the Defense Media Activity on October 3, 2016, which provides additional information regarding this change of probationary period.

J6 Communications

DoD Announces New-Hire Probationary Period

By Terri Moon Cronk DoD News, Defense Media Activity

WASHINGTON, Oct. 3, 2016 - The probationary period for many new civilian employees hired by the Defense Department on or after Nov. 26, 2015, has changed from one year to two years, the acting deputy assistant secretary of defense for civilian personnel policy said.

Julie Blanks confirmed the change to the statute governing the probationary period in a Sept. 27 in a memorandum < Caution-http://www.defense.gov/Portals/1/Documents/pubs/Probationary_Period_for_New_%20Employees-Sep_27_2016.pdf > to human resources directors.

The new law took effect Nov. 26, 2015, as part of the fiscal year 2016 National Defense Authorization Act, said DoD spokesman Eric Pahon.

Who's Affected, Who's Not

The new probationary period affects employees who are appointed to permanent positions in the competitive service, and anyone who received career DoD appointments in the Senior Executive Service on or after Nov. 26, 2015, Blanks' memo noted.

The change doesn't apply to employees appointed prior to that date or those appointed in excepted service, the spokesman said.

"DoD appointees serving a probationary period who were appointed before Nov. 26, 2015, are not affected by the new law and will continue to complete a one-year probationary period," Pahon said.

"The [one-year] supervisory probationary period . is not affected by the new two-year probationary period," he added. "However, those employees who are newly appointed to a supervisory position who are required to serve both a supervisory probationary period and a probationary period . will serve [both] concurrently."

The law also allows DoD and its military departments to "exercise their discretion to extend a covered employee's probationary period past the new two-year requirement," Blanks' memo read, and added DoD policy for that provision is being developed.

Transferring to DoD

Probationary terms can vary when an employee is appointed to a new position outside his or her current agency, officials said:

-- An employee transferring from another agency who has already completed a probationary period under an initial appointment in the competitive service, having attained full appeal rights to the Merit Systems Protection Board, does not have to serve another probationary period under this authority.

-- An employee transferring from another agency who receives a career appointment in the Senior Executive Service in the DoD on or after Nov. 26, 2015, must serve a two-year probationary period.

-- An employee transferring from another agency who has not completed a probationary period and is appointed to a position in DoD may be required to complete a new probationary period. Credit for prior federal civilian service toward completion of a probationary period may apply in accordance with applicable federal regulation.

Why The Law Changed

The reason for the change in the law stems from the increasingly complex nature of much of the work performed by DoD employees, Pahon explained. One year often does not allow sufficient time for a supervisor to form conclusions regarding the performance of a new employee, he pointed out.

For example, supervisors might not have adequate time to observe employees if the new hires must spend much of the first year in training before beginning work, often rotate through various offices within the first year of employment, or because occupations are project-based and new employees don't have an opportunity to demonstrate all the skills associated with their positions, he said.

"Regardless of the reason, the longer probationary period offers employees a greater opportunity to showcase their talents and for supervisors to properly assess their capabilities," Pahon added.

Affected employees are encouraged to speak with their supervisors or human resources contact, he said.

Thank You,

Jesse A. Drust
Materials Handler Supervisor
DDSP-KB High Rise Storage
717-770-8284

"I'm suspicious of people who don't like dogs, But I trust a dog when it doesn't like a person." - Bill Murray

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 04, 2016 2:16 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Declined: AWOL (FMLA Requested Day)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 04, 2016 1:47 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Subject: FW: Hardship

(b) (5), (b) (6)

-----Original Message-----

From: Cammack, James C Sr CIV (US)
Sent: Tuesday, October 04, 2016 1:33 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: RE: Hardship

Shane,

I had (b) report to my office to inquire of him (b) (6)

Best regards,

James C. Cammack
Manager, Storage Branch
DLA Distribution, Susquehanna, PA New Cumberland, PA
717-770-4908

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 04, 2016 11:57 AM
To: Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>; Marlin, Jessie W CIV (US) <Jessie.Marlin@dla.mil>
Subject: FW: Hardship

Please verify with him (b) (6)

-----Original Message-----

From: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 04, 2016 7:39 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Cc: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>

Subject: Hardship

Shane,

(b) (6) hardship ends on (b) (6) . (b) (6)

Thank you,

Jodi A. Marshall
Management Services Specialist
EDC Division
DLA Distribution Susquehanna, Pennsylvania
717-770-6109

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 29, 2016 3:00 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: RE: AWOL (FMLA Requested Day)

Drew,

Were you able to find out what he wants and cancel this ADR?

Thanks,
Shane

-----Original Appointment-----

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 22, 2016 9:16 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Shaffer, Ty B LT USN DLA DISTRIBUTION (US); Darrah, Daniel E CIV (US)
Subject: AWOL (FMLA Requested Day)
When: Tuesday, October 04, 2016 2:30 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: UNION HALL

Team,
We have an ADR schedule for (b) (6), please provide me the rest of the story.....

V/r
Drew

-----Original Appointment-----

From: DDSP ADRS
Sent: Tuesday, August 30, 2016 7:38 AM
To: DDSP ADRS; Darrah, Daniel E CIV (US); Boutselis, Robert L CIV (US); Rogers, Kim S CIV DLA HUMAN RESOURCES (US); Marshall, Jodi A CIV DLA DISTRIBUTION (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US); (b) (6) wrentzel@fmcs.gov; Dickerson, Valarie R CIV (US); Shaffer, Ty B LT USN DLA DISTRIBUTION (US); Elliott, Randolph A Jr CIV (US); McClendon, Danielle M CIV DLA DISTRIBUTION (US)
Subject: ADR - (b) (6)
When: Tuesday, October 04, 2016 2:30 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: UNION HALL

**** MEDIATOR UNAVAILABLE 9/27 **** Please note location changed to the union hall

On behalf of (b) (6) I am requesting ADR.

Issue: AWOL (FMLA Requested Day)

Supervisor: (b) (6)

Next Level Manager: (b) (6)

Union Rep: (b) (6)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 29, 2016 10:09 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: (b) (6)

This is old email traffic from Paul on the last extension for (b) (6) (1 of the 3 you were emailed from Lori and we discussed this morning).

(b) (6)

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 29, 2016 9:56 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: (b) (6)

fyi

-----Original Message-----

From: Finn, Paul L CIV DLA DISTRIBUTION (US)
Sent: Thursday, March 17, 2016 10:16 AM
To: Dunkle, Zachary A CIV DLA DISTRIBUTION (US) <Zachary.Dunkle@dla.mil>; Spriggs, Sabrina Y CIV (US) <Sabrina.Spriggs@dla.mil>
Cc: Selvey, Deanna R CIV (US) <Deanna.Selvey@dla.mil>
Subject: (b) (6)

Zach, Sabrina,

(b) (6) (b) (6)

Thank You,
Paul L. Finn
DLA Distribution Depot Susquehanna
EDC Division
Storage Branch
Branch Chief
Phone: 717-770-6087
Email: Paul.Finn@dla.mil

"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader."
-- John Quincy Adams

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives."

Ross Perot

Lead and inspire people. Don't try to manage and manipulate people.

Inventories can be managed but people must be led.

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 9:06 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Accepted: (b) (6) Grievance decision

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, September 26, 2016 7:36 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Drust, Jesse A CIV DLA DISTRIBUTION (US)
Subject: FW: ****3rd request for action on (b) (6) requests****

Importance: High

Drew,

This is the one we talked about last week - please advise on status ASAP.

Thanks,
Shane

-----Original Message-----

From: Drust, Jesse A CIV DLA DISTRIBUTION (US)
Sent: Saturday, September 24, 2016 12:22 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Cc: Miller, Brandi L CIV DLA DISTRIBUTION (US) <brandi.miller@dla.mil>; Stairs, Jennifer A CIV DLA HUMAN RESOURCES (US) <Jennifer.Stairs@dla.mil>
Subject: ****3rd request for action on (b) (6) ****
Importance: High

Shane,

Please see below... (b) (6) most recent email to me.

I still have not received any action on (b) (6) It's been weeks. Also, I have not heard anything from the (b) (6) requests I've sent up to you and Brandi Miller? Please take action as soon as possible.

-----Original Message-----

From: (b) (6)
Sent: Friday, September 23, 2016 9:19 AM
To: Drust, Jesse A CIV DLA DISTRIBUTION (US) <Jesse.Drust@dla.mil>
Subject: Re: [Non-DoD Source] Return date

Good morning Mr. Drust. Thank you for the confirmation of receipt of (b) (6)

(b) (6)

(b) (6)

Thank you again for your efforts on my behalf, you have my gratitude.

Sincerely:

(b) (6)

Sent from my Sprint phone.

----- Original message -----

From: Drust, Jesse A CIV DLA DISTRIBUTION (US)

Date: 9/22/2016 8:11 PM

To: (b) (6)

Subject: RE: [Non-DoD Source] Return date

Received...

Thank You,

Jesse A. Drust

-----Original Message-----

From: (b) (6)

Sent: Thursday, September 22, 2016 2:30 PM

To: Drust, Jesse A CIV DLA DISTRIBUTION (US)

Subject: [Non-DoD Source] Return date

Good afternoon Mr. Drust. As mentioned in my last e-mail, (b) (6)

(b) (6)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 21, 2016 3:09 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Thomas, Shawn L CIV (US); Peterson, Lisa L CIV (US); Evans, Lester L CIV (US); Cammack, James C Sr CIV (US)
Subject: RE: Employee Concerns

Drew,

Lester mentioned that he forwarded this to you earlier.

Are you handling communication on this to the Union or do you want me to?

Here's what I would respond with:

(b)
(5)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Thanks,
Shane

-----Original Message-----

From: Stern, Robert L Sr CIV (US)
Sent: Wednesday, September 21, 2016 12:11 PM

To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; Cammack, James C Sr CIV (US) <James.Cammack@dla.mil>
Cc: Thomas, Shawn L CIV (US) <Shawn.Thomas@dla.mil>; Peterson, Lisa L CIV (US) <Lisa.Peterson@dla.mil>
Subject: Employee Concerns

Gentlemen when I was in the building yesterday I noticed that all the employees from Active Items were in DK and Employees from the High Rise were in Active Items. Employees have a concern of moving them for Active Items were they said was a bunch of work to DK where the employees from the High Rise could have just went to DK. I know I did walk around to DK and seen some High Rise employees there. The question is why would most of the employees from Active Items be sent to DK?

Robert Stern
1st V.P.
AFGE LOCAL 2004
(717)770-6254

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, September 16, 2016 9:22 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Thomas, Shawn L CIV (US); Cammack, James C Sr CIV (US); Miller, Brandi L CIV DLA TROOP SUPPORT (US); Smeltz, Lori P CIV DLA DISTRIBUTION (US)
Subject: RE: (b) (6)

Drew,

Yesterday I disapproved it and signed it. Employee was (b) (6) and returned to Lori.

Thanks,
Shane

-----Original Message-----

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 15, 2016 4:40 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: (b) (6)

Shane,

Please have your supervisor with the employee that is requesting (b) (6) send the package to Brandi and CC me.....the Supervisor will code the employee in Eagle KC pending the approval of the (b) (6).

V/r
Drew

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 01, 2016 5:12 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Accepted: Pre Grievance Meeting

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 01, 2016 10:18 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US)
Subject: Supervisors Interviewing for Other Jobs

Drew,

Just to capture the data I know currently to pain the picture, here's what I'm tracking as far as Supervisors actively looking for other jobs:

(b) (6)

(b) (6)

There are probably others that I am unaware of.

Potentially, I could be losing over half of my Supervision, and 2 of my 3 Managers (b) (6)

Is there anything we can start highlighting/ improving to make the EDC a coveted place to work to allow us to succession plan and develop internal talent (like the 5/7/9 potential for Supervisors?).

I'm investing a lot of time and energy into our folks, and feel like it would help the organization to figure out how to attract the right talent into the these critical roles, vs. creating better paying and less stressful opportunities elsewhere in the organization that truly is counterproductive to our Mission of supporting the warfighter and creates a void of talent in the most critical roles (those executing our mission) at DDSP.

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"A good leader takes a little more than his share of the blame, a little less than his share of the credit." Arnold H. Glasow

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, August 31, 2016 11:43 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: New Time Proposed: Supervisory Worksheet

Lester is out today, and it's my Weekly Manager Meeting from 1:30 to 2:30.

If this can't be moved back, I'll have to be 30 min late and catch up on the conversation.

Thanks,
Shane

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, August 26, 2016 12:22 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: RE: Article 46 Conversation

Sounds good - calendar updated. Thanks.

-----Original Appointment-----

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Friday, August 26, 2016 11:32 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Subject: New Time Proposed: Article 46 Conversation
When: Friday, August 26, 2016 12:30 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: Drew's Office

Shane,
Currently working on the information package for an ADR, would like to proposed Monday 8/29/16 at 12:30.

V/r
Drew

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

Subject: (b) (5) Conversation
Location: Drew's Office

Start: Mon 8/29/2016 12:30 PM
End: Mon 8/29/2016 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Required Attendees: Simpson, Andrew H CIV DLA DISTRIBUTION (US)

Drew,

Would like to swing by your office and talk about (b) (5)

Thanks,
Shane

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

Subject: (b) (5) Conversation
Location: Drew's Office

Start: Fri 8/26/2016 12:30 PM
End: Fri 8/26/2016 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Required Attendees: Simpson, Andrew H CIV DLA DISTRIBUTION (US)

Drew,

Would like to swing by your office and talk about (b) (5)

Thanks,
Shane

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, August 22, 2016 3:13 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US); Vasiloff, George M Jr CIV DLA DISTRIBUTION (US)
Subject: Potential Smoke

Drew,

Per our discussion in your office, this afternoon Mr. Bob Stern emailed me and Lester to have one of us I call him. I called him and he voiced an issue that (b) (6) raised with him about a conversation between him and (b) (6) (b) (6) this weekend.

(b) (6) (b) (6)

(b) (6)

Cc'ing George for awareness.

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, August 17, 2016 4:01 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US); Shaffer, Ty B LT USN DLA DISTRIBUTION (US)
Subject: (b) (6)

Drew,

Can you please find out what the official last day in Storage is for (b) (6)

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 16, 2016 10:10 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: (b) (6)

Drew,

Do you have a personnel red folder on (b) (6) that I can take over?

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, August 12, 2016 7:26 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: RE: Change In Working Conditions (Entire work unit moved to do DPW work)

Drew,

Didn't we already meet with the union on this? Do we know what the new concerns are that's requiring another meeting?

Thanks,
Shane

-----Original Appointment-----

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Thursday, August 11, 2016 9:00 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US); Evans, Lester L CIV (US); Robinson, Laura C CIV (US); Woodson, Brandon J CIV (US); Elliott, Randolph DLA CIV DISTRIBUTION SUSQUEHANNA, PA; Boutselis, Robert DLA CIV DISTRIBUTION SUSQUEHANNA, PA
Subject: FW: Change In Working Conditions (Entire work unit moved to do DPW work)
When: Monday, August 15, 2016 10:00 AM-10:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Division Conference Room

Team,
I am forwarding this meeting invite for your info.

V/r
Drew

-----Original Appointment-----

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Monday, August 08, 2016 2:23 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US); Robinson, Laura C CIV (US); Woodson, Brandon J CIV (US); Elliott, Randolph DLA CIV DISTRIBUTION SUSQUEHANNA, PA; Boutselis, Robert DLA CIV DISTRIBUTION SUSQUEHANNA, PA
Subject: Change In Working Conditions (Entire work unit moved to do DPW work)
When: Monday, August 15, 2016 10:00 AM-10:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Division Conference Room

Team,
I would like to meet to discuss your concerns.

V/r
Drew

-----Original Message-----

From: Robinson, Laura C CIV (US)
Sent: Thursday, August 04, 2016 11:42 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Cc: Boutselis, Robert L CIV (US) <Robert.Boutselis@dla.mil>; Elliott, Randolph A Jr CIV (US) <Randolph.Elliott@dla.mil>;
Dickerson, Valarie R CIV (US) <Valarie.Dickerson@dla.mil>
Subject: Change In Working Conditions (Entire work unit moved to do DPW work)

Good Afternoon Mr. Simpson,

Could you please send a calendar invite in regards to the (b) (6) Also
there are numerous employee's that would like to attend this meeting to address the same concerns with the loan out
process.. Thank you in advance for your assistance in this matter!!

V/R
Laura C. Robinson
AFGE 2004
Union Steward

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, August 12, 2016 7:26 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: Tentative: FW: Change In Working Conditions (Entire work unit moved to do DPW work)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 09, 2016 4:01 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: HighRise Incident 7/13

FYI - forgot to send this to you.

-----Original Message-----

From: Yiengst, Bradley P CIV DLA DISTRIBUTION (US)
Sent: Friday, July 15, 2016 10:50 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: HighRise Incident 7/13

fyi

-----Original Message-----

From: Yiengst, Bradley P CIV DLA DISTRIBUTION (US)
Sent: Friday, July 15, 2016 10:44 AM
To: Yiengst, Bradley P CIV DLA DISTRIBUTION (US) <Bradley.Yiengst@dla.mil>
Subject: HighRise Incident 7/13

With the move to Office 16, I am unable to retrieve Microsoft Word. I'm placing my previously written statement in this email form for record.

On Wednesday, July 13, at around 0955, I was approached by Employee (b) (6) while I was working on the Bin Mezz floor. (b) (6) stated that she has returned to the High Rise today after working in Active Items for several months. She didn't understand why she had to return because her supervisor, (b) (6), said there was no work in the High Rise, and that she would need to report to the High Count table.

I was aware that Cycle 3 had just printed out, and that there were open cranes available in the Racks. I asked (b) (6) to come with me to the Racks to see if she could work there.

At 1000, we saw supervisor (b) (6). With (b) (6) by my side, (b) (6) said that Rack aisle 9 still had Cycle 1 to be picked since (b) (6) was unable to work in aisle due to meetings. (b) (6) went to get the MRO tickets from (b) (6). This took a while because (b) (6) was engaged in a conversation with another employee.

During the wait, I got involved in a conversation with the (b) (6), concerning the workload. (b) (6), approached, and we discussed the plan forward as the aisles began to run out of work. We discussed having employee commit to housekeeping, F2Bs, and also completing necessary LMS training. During this discussion, I witnessed (b) (6) attempt to use the phone at the workstation.

After both (b) (6) departed, I turned to (b) (6). I could see she was becoming emotional when she stated, "Fuck this! I don't need this shit! I'll start doing like everyone else and only do fucking 60%. I don't want to work. Fuck this!"

I told (b) (6) that before this becomes a refusal to work issue, let's go into the office. I walked (b) (6) into the nearest office on the Rack Mezz. (b) (6) informed me that she was trying to call (b) (6). (b) (6) I told her that I could try and call (b) (6).

I sat at (b) (6) desk and began to log on to his computer to get (b) (6)' phone number. (b) (6) sat at the chair alongside of (b) (6) desk. It took me a while to get on the computer as (b) (6) was still signed in.

During this time, (b) (6) began to cry. She asked me if I could get ahold of (b) (6) since he should be the only one allowed to move her back to the High Rise. I said I would, and then (b) (6) asked if I would call EEO too. I said once the computer comes up, I will get all of their numbers.

I notice (b) (6) walk past the office. I got his attention and waved for him to come in. Once (b) (6) seen him open the door, she began having difficulty breathing. (b) (6) asked (b) (6) what was wrong? (b) (6) responded by asking (b) (6) to call her supervisor and have him bring her inhaler. (b) (6) asked me to get (b) (6).

I am not familiar with asthma, but I knew the quickest way to get in touch with (b) (6) was by using the radio. (b) (6) is on the High Rise channel 4. I called for (b) (6). He responded immediately. I asked that he bring (b) (6) inhaler to (b) (6) office. There was no response from (b) (6). I asked if he had a copy. (b) (6) responded with "Copy. I'm on my way."

(b) (6) arrived and gave the inhaler to (b) (6). She used the apparatus and remained quiet. (b) (6) excused himself to deal with another issue, but asked that when she had regained herself to call him and that he would return.

It was during this time that the computer finally allowed me to sign on. I gathered the phone numbers for (b) (6), EEO, and (b) (6). Next, I began calling these numbers. None of them were at their desk to answer their office phone.

(b) (6) started to breathe easier, and she asked to have (b) (6) return. I called (b) (6) on the radio, and asked for him to come to the office.

I asked (b) (6) if she wanted me to continue calling for (b) (6), EEO, and (b) (6)? She replied, "No, I have all the numbers."

(b) (6) returned and he asked what had changed since their meeting earlier this morning? (b) (6) stated nothing had changed, but that she felt unsafe working in the High Rise.

(b) (6) asked her why she felt unsafe? He asked if anything had occurred since the last incident? (b) (6) responded that something had occurred during the weekend at an American Legion. She wouldn't expound on the issue, but only continued to say that she wasn't comfortable here because of another employees' baby's mother and a second employees' sister were bothering her.

(b) (6) asked if (b) (6) notified the local Police of this incident? (b) (6) stated that she did, but the police could not determine any connection with our employees and those that had been harassing her. (b) (6) asked (b) (6) that if something were to occur or if something would change that she would bring the information to him so he would have an opportunity to address the issue? (b) (6) responded by saying that she would and that she would comply with anything that management wanted her to do.

(b) (6) then proceeded to tell us about how well she knew the FMLA rules and the concerns she has for fellow employees that use FMLA. She told us how she believes that (b) (6) are fighting

the wrong fights, and that they should be more concerned with situations like FMLA. She stated that she has sued the government four times and that the only reason she is (b) (6). She stated that she doesn't believe in the things that the Union is pursuing, but would rather see the Union work with Management to make the culture better.

(b) (6) asked (b) (6) if she was ready to go work in DR09? She said she was. We walked out of the office. (b) (6) noticed that someone was already placed in DR09. (b) (6) said for (b) (6) to take DR02, the aisle he was planning to work, as he wasn't going to have the opportunity to work in that aisle today.

(b) (6) walked towards DR02, but continued and walk through the doorway to proceed to her locker. After lunch, during my walk-through, I noticed that (b) (6) was working in DR02.

V/r,

Brad Yiengst
High Rise Manager
DLA Susquehanna
(D) 717.770.8581
(b) (6)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, August 05, 2016 9:40 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Northrup, John D CIV (US)
Subject: (b) (6)

Drew,

I have a (b) (6) that has expended (b) (6), is requesting a good amount of (b) (6), but still does fitness (I believe his fitness plan says Cardio).

I don't believe he has an RA or work restrictions.

Need to probably look harder at this one.

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 02, 2016 5:08 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: (b)

Importance: High

FYI...

-----Original Message-----

From: Drust, Jesse A CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 02, 2016 5:07 PM
To: Donald, Stephanie M CIV (US) <Stephanie.Donald@dla.mil>; Dunkle, Zachary A CIV DLA DISTRIBUTION (US) <Zachary.Dunkle@dla.mil>; Johnson, Allen W CIV DLA DISTRIBUTION (US) <Allen.Johnson@dla.mil>; Neely, Lawana CIV (US) <Lawana.Neely@dla.mil>; Spangler, Mick D CIV (US) <Mick.Spangler@dla.mil>
Cc: Smeltz, Lori P CIV DLA DISTRIBUTION (US) <Lori.Smeltz@dla.mil>; Shaffer, Ty B LT USN DLA DISTRIBUTION (US) <Ty.Shaffer@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Fulton, Andrew S CIV DLA DISTRIBUTION (US) <Andrew.Fulton@dla.mil>; Mardis, Alfred E CIV (US) <Alfred.Mardis@dla.mil>; Martz, Richard J CIV DLA DISTRIBUTION (US) <Richard.Martz@dla.mil>
Subject: (b)
Importance: High

Team,

(b) (6) is separating from the Agency as of (b). However, she will be out on (b) the rest of the week so this is actually her last day. She was a great addition to the team and will be missed. Don't forget to say good bye, wish her all the best, and thank her for her service!

Thank You,

Jesse A. Drust
Materials Handler Supervisor
DDSP-KB High Rise Storage
717-770-8284

"Leadership is an action, not a position." --Donald McGannon

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, August 02, 2016 1:39 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: (b) (6)

Are you tracking this one?

I don't recall seeing anything prior, just wanted to keep you in the loop.

-----Original Message-----

From: Paganbonilla, Jose A CIV (US)
Sent: Tuesday, August 02, 2016 9:30 AM
To: Selvey, Deanna R CIV (US) <Deanna.Selvey@dla.mil>; Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>; Sutley, Eugene E CIV (US) <Eugene.Sutley@dla.mil>
Subject: Mr. Craig Soulliard

According (b) (6) have a retirement date of (b) (6). He is no longer a DLA employee.

Jose A Pagan
Supervisor Material Handler
DDSP-KA Highrise Storage
717-770-4592

DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
CUMBERLAND, PA 17070-5002



DDSP- KA

DATE: October 3, 2016

IN REPLY
REFER TO

MEMORANDUM FOR DDSP-KA: (b) (6)

SUBJECT: Notice of 28-day Restriction from Voluntary Overtime

(b) (6)



(b) (6)

Receipt Acknowledged:

Oct 5, 16
Date)

DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
CUMBERLAND, PA 17070-5002



DDSP- KA

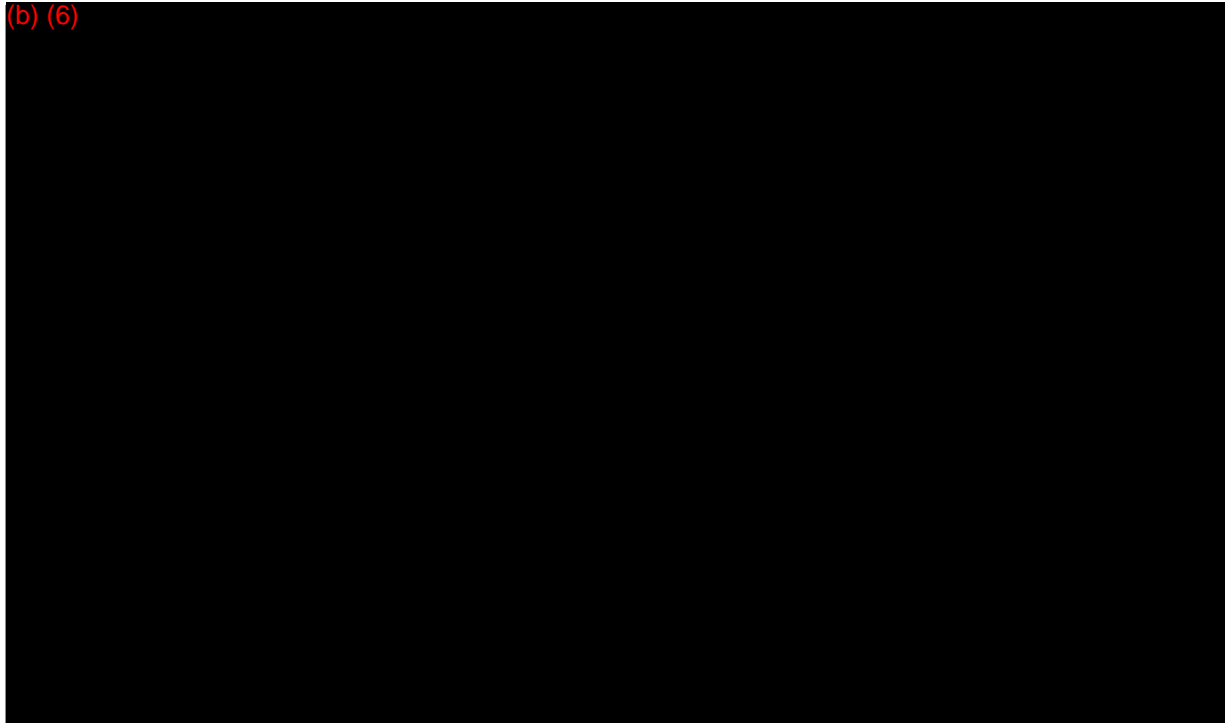
DATE: October 3, 2016

IN REPLY
REFER TO

MEMORANDUM FOR DDSP-KA: (b) (6)

SUBJECT: Notice of 28-day Restriction from Voluntary Overtime

(b) (6)



(b) (6)

Receipt Acknowledged:



10/5/16

(Date)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, October 05, 2016 10:51 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: 28 Day letter
Attachments: scannedDoc.pdf

FYSA...

-----Original Message-----

From: Paganbonilla, Jose A CIV (US)
Sent: Wednesday, October 05, 2016 10:18 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Evans, Lester L CIV (US) <Lester.Evans@dla.mil>
Subject: 28 Day letter

Here is a copy of the 28-days letter for the 2 employees who didn't call or show for OT (b) (6). Talked to them and they acknowledged they didn't follow the procedures and talked about how we can prevent it in the future.

Jose A Pagan
Supervisor Material Handler
DDSP-KA Highrise Storage
717-770-4592

-----Original Message-----

From: jose.pagan@dla.mil [mailto:jose.pagan@dla.mil]
Sent: Wednesday, October 05, 2016 9:56 AM
To: Paganbonilla, Jose A CIV (US) <Jose.Pagan@dla.mil>
Subject: Scanned Document (Signed)

DDSP-K TEMPORARY HARDSHIP REQUEST

Request Status *(check (x) one)* Initial Extension

Employee Name: (b) (6) Work Phone (b) (6)

Current Shift & Tour of Duty: 1 KD Current RDO: Sunday, Monday

Requested Shift & Tour of Duty: KA Requested RDO: Saturday, Sunday

Requested Timeframe for Hardship: From (date) (b) (6) (date):

BACKGROUND INFORMATION:

(b) (6)

Explain what steps you are, or will be, taking in an attempt to alleviate your hardship:

(b) (6)

ATTACH ALL SUPPORTING DOCUMENTATION.

9-16-16

Date

(b) (6)

SUPERVISOR'S RECOMMENDATION:

☒ **HARDSHIP RECOMMENDED**

☐ **HARDSHIP NOT RECOMMENDED**

Remarks:

(b) (6)

9-20-16

Date

(b) (6)

BRANCH DEPUTY'S RECOMMENDATION:

☐ **HARDSHIP RECOMMENDED**

☐ **HARDSHIP NOT RECOMMENDED**

Remarks:

Date

Deputy's Signature

Deputy's Printed Name

BRANCH CHIEF'S RECOMMENDATION OR DECISION *(if hardship request is 16 weeks or less)*:

- ☐ HARDSHIP APPROVED / RECOMMENDED
- ☐ HARDSHIP APPROVED WITH MODIFICATIONS
- ☒ HARDSHIP DISAPPROVED / NOT RECOMMENDED
- ☐ EXTENSION APPROVED / DISAPPROVED

Effective Date: _____ To (ending date): _____

Shift / Tour of duty: _____ Temporary supervisor: _____

Remarks:

(b) (6)

(b) (6)

9/20/06
Date

GAINING VALUE STREAM OWNER'S CONCURRENCE:
(if applicable)

Remarks:

Date

Value Stream Owner's Signature

DIVISION CHIEF'S (OR DEPUTY DIVISION CHIEF'S) DECISION:
(if applicable)

☐ **HARDSHIP APPROVED**

☒ **HARDSHIP DISAPPROVED**

☒ **HARDSHIP APPROVED WITH MODIFICATIONS**

Effective Date: _____

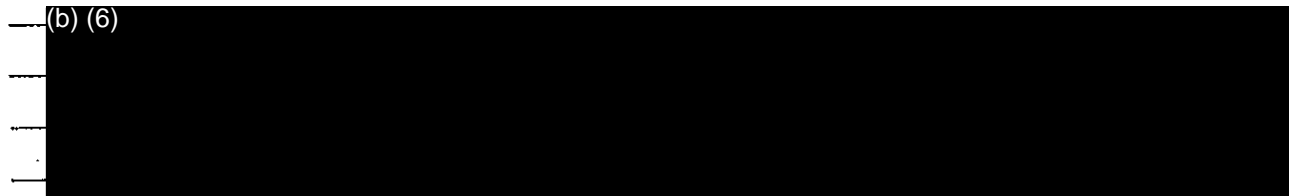
To (ending date): _____

Shift/Tour of duty: _____

Temporary supervisor: _____

Remarks:

(b) (6)



(b) (6)



9/23/16

EMPLOYEE'S ACKNOWLEDGMENT OF RECEIPT

☐ Accept Offer

*(I acknowledge receipt of approval/
I accept hardship modification)*

☐ Acknowledge Receipt

(I acknowledge receipt of disapproval)

☐ Decline Offer

*(I will remain on my current assignment of duty/
I decline hardship modification)*

9/24/16

Date

REFUSED TO

Employee's Signature

SIGN SM

Employee's Printed Name

(b) (6)

(b) (6)

(b) (6)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, October 18, 2016 10:31 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: (b) (6)
Attachments: scannedDoc.pdf

Drew,

Based on the subsequent hardships that were approved after (b) (6) was disapproved, that were very similar to this one that was denied (Reference: (b) (6) etc), (b) (6) has a case to grieve his denied hardship.

Probably need to revisit that one given the precedent set.

Shane

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Saturday, September 24, 2016 9:41 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>; Northrup, John D CIV (US) <John.Northrup@dla.mil>
Subject: (b) (6)

FYI - this one will probably go to ADR.

I personally delivered the news to (b) (6) | (b) (6)

He'll be talking to the union about it.

I put details of our conversation on the last page of the form and put where he refused to sign.

Thanks,

Shane L. Mantz
DLA Distribution Susquehanna (DDSP)
EDC Division
Storage Branch
Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

"A good leader takes a little more than his share of the blame, a little less than his share of the credit." Arnold H. Glasow

"When you put people ahead of opportunities, your opportunities increase. This is so important to remember because strong relationships sit at the foundation of practically every great organization, team, school or company." #leadership #relationships #OtherPeopleMatter

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, October 03, 2016 8:20 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Cc: Marshall, Jodi A CIV DLA DISTRIBUTION (US); Northrup, John D CIV (US)
Subject: RE:(b) (6)

Drew,

Understood, thanks for the follow up.

(b) (5)

(b) (5)

My concern stems from a 10x's increase in seeing Hardships requested once I approved one with documentation - now all of these come without documentation and along the same lines (child care situation). Word is getting out.

Thanks,
Shane

-----Original Message-----

From: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Sent: Friday, September 30, 2016 3:36 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>; Marlin, Jessie W CIV (US) <Jessie.Marlin@dla.mil>
Cc: Marshall, Jodi A CIV DLA DISTRIBUTION (US) <Jodi.Marshall@dla.mil>
Subject: FW: (b) (6)

Team,
I have approved the hardship for (b) (6).

V/r
Drew

-----Original Message-----

From: Darrah, Daniel E CIV (US)

Sent: Friday, September 30, 2016 3:30 PM

To: Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>

Subject: (b) (6)

Dan Darrah

DPW Supervisor

DK - Active Items - KB

717-770-5229



DEFENSE LOGISTICS AGENCY
DLA DISTRIBUTION, SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

September 28, 2016

MEMORANDUM FOR : (b) (6)

SUBJECT: Family and Medical Leave Act Entitlement Approval

(b) (6)

(b) (6)

Employee's Signature

Date

Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



OMB Control Number: 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

(b) (6)

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections, 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA leave.

(b) (6)

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the

(b) (6)

(b) (6)

(b) (6)

(b) (6)

(b) (6)

(b) (6)



(b) (6)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

Certification of Health Care Provider for
Family Member's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



OMB Control Number 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

(b) (6)

(b) (6)

Describe care you will provide to your family member and estimate leave needed to provide care.

(b) (6)

(b) (6)

SECTION III For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER; The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Submit your responses to the condition for which the patient needs leave. Do not provide answers for additional

(b) (6)



(b) (6)



(b) (6)



(b) (6)



McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 29, 2016 9:03 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: FMLA packet-(b) (6)
Attachments: scannedDoc.pdf

-----Original Message-----

From: Paganbonilla, Jose A CIV (US)
Sent: Thursday, September 29, 2016 8:43 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: FMLA packet-(b) (6)

Here are both FMLA .

Jose

-----Original Message-----

From: Miller, Brandi L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 7:54 AM
To: Paganbonilla, Jose A CIV (US) <Jose.Pagan@dla.mil>
Subject: FMLA packet-(b) (6)

Please have (b) (6) sign the entitlement letter and send me a copy.

Brandi Miller
EDC Division
DLA Distribution Susquehanna, Pennsylvania
Desk: 770-5095

-----Original Message-----

From: Brandi.Miller@dla.mil [mailto:Brandi.Miller@dla.mil]
Sent: Wednesday, September 28, 2016 7:44 AM
To: Miller, Brandi L CIV DLA DISTRIBUTION (US) <brandi.miller@dla.mil>
Subject: Scanned Document (Signed)



DEFENSE LOGISTICS AGENCY
DLA DISTRIBUTION, SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

September 28, 2016

MEMORANDUM FOR : (b) (6)

SUBJECT: Family and Medical Leave Act Entitlement Approval

(b) (6)

(b) (6)

(b) (6)

Employee's Signature

Date

Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



OMB Control Number: 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities

(b) (6)

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(b) (6)

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the

(b) (6)

(b) (6)



(b) (6)



(b) (6)

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Certification of Health Care Provider for
Family Member's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



OMB Control Number 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

(b) (6)

Describe care you will provide to your family member and estimate leave needed to provide care.

(b) (6)

SECTION III For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER; The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage.

(b) (6)



(b) (6)



(b) (6)

(b) (6)



McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, September 29, 2016 8:54 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: FMLA packet-(b) (6)
Attachments: scannedDoc.pdf

-----Original Message-----

From: Paganbonilla, Jose A CIV (US)
Sent: Thursday, September 29, 2016 8:43 AM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: FW: FMLA packet-(b) (6)

Here are both (b) (6)

Jose

-----Original Message-----

From: Miller, Brandi L CIV DLA DISTRIBUTION (US)
Sent: Wednesday, September 28, 2016 7:54 AM
To: Paganbonilla, Jose A CIV (US) <Jose.Pagan@dla.mil>
Subject: FMLA packet-(b) (6)

Please have (b) (6) sign the entitlement letter and send me a copy.

Brandi Miller
EDC Division
DLA Distribution Susquehanna, Pennsylvania
Desk: 770-5095

-----Original Message-----

From: Brandi.Miller@dla.mil [mailto:Brandi.Miller@dla.mil]
Sent: Wednesday, September 28, 2016 7:44 AM
To: Miller, Brandi L CIV DLA DISTRIBUTION (US) <brandi.miller@dla.mil>
Subject: Scanned Document (Signed)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Friday, May 27, 2016 8:43 AM
To: Thomas, Shawn L CIV (US)
Subject: You'll Enjoy This...

Shawn,

I'm glad we had the chance to chat a little yesterday and to learn more about you and your leadership.

You're a vital asset to the Storage Branch, and we need more leaders like you!

Here's a little food for thought on a little of what you brought up yesterday about leading, and our discussion about the "ying and yang" of leading and following.

This does a much better job of explaining the concepts I referred to, when it comes to leading us towards an improved culture that you mentioned.

Interested in your thoughts when you get the change to view next week.

Hope you have a great weekend!

http://www.ted.com/talks/derek_sivers_how_to_start_a_movement?utm_source=tedcomshare&utm_medium=email&utm_campaign=tedsread

Thanks,

Shane L. Mantz
DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief
Phone: 717-770-8844
Email: Shane.Mantz@dla.mil

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Tuesday, September 20, 2016 2:57 PM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: (b) (6)
Attachments: You'll Enjoy This...

Drew,

As requested, here's the first email, specifying (b) (6) move.

At no point was temporary stated for (b) (6) move, or did anything additional come out about it being temporary after I did a thorough analysis, realized the imbalance between Supervisors, and kept (b) (6) down there as well.

Not sure where the "(b) (6)" concept came from - he should have had employee's assigned in June, hence my confusion that it's mid-Sept and he still doesn't have anyone assigned to him.

Shane

-----Original Message-----

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Thursday, June 02, 2016 5:13 PM
To: Northrup, John D CIV (US) <John.Northrup@dla.mil>; Simpson, Andrew H CIV DLA DISTRIBUTION (US) <andrew.simpson@dla.mil>
Subject: (b) (6)

John/ Drew,

A not-so-quick recap/ summary of events after our meeting with (b) (6) yesterday is below. I apologize - may be some typos and garbled thoughts - tried to capture the essence and as many details as I could.

BLUF: I considered many alternatives but ultimately came to 3 distinct courses of action, of which I recommend COA 3. In all COAs, (b) (6)

COA 1: (b) (6)

COA 2: (b) (6)


COA 3 (RECOMMENDED): (b) (6)

Summary of Discussions:


- *** (b) (6)



- (b) (6)



- (b) (6)



(b) (6)

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-(b) (6)

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(b) (6)

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(b) (6)

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-(b) (6)

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(b) (6)

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(b) (6)

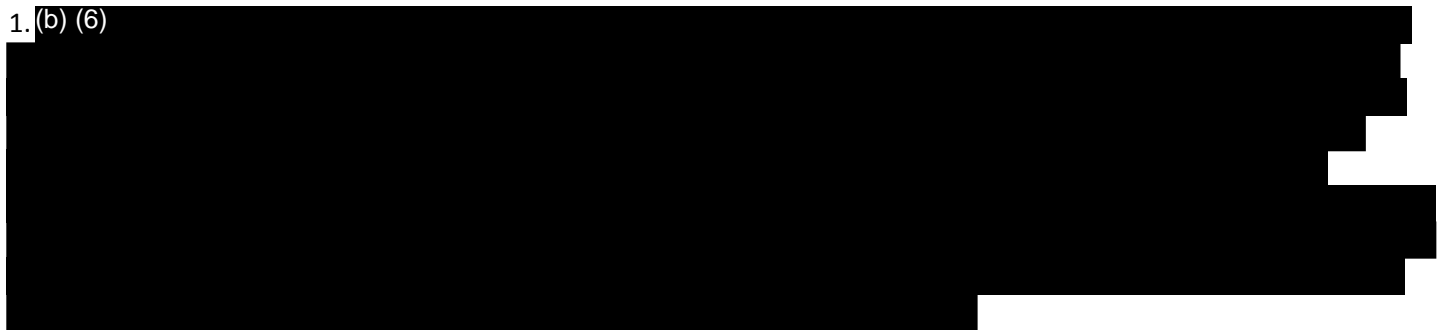
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(b) (6)

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Action Items:

1. (b) (6)

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Thanks,

Shane L. Mantz

DLA Distribution Depot Susquehanna (DDSP) EDC Division Storage Branch Branch Chief

Phone: 717-770-8844

Email: Shane.Mantz@dla.mil

Active Items Plan

Julian Date: 080

DK		
Staff Pickers & Packers Per Below:		Total Projected Work
Pickers	17	1578
DK01/04	7	766
DK02/03	10	812
Verify Pack Staffing		
Packers	31	1612
DK01/04	15	780
DK02/03	16	832

Anticipated Directs Avail	32
---------------------------	----

DK Direct Employees
17

DK Direct Hours
111

DK Volume Goal
884

DT				New Active Items (DP03-17; DT09-15; Cutables)						
Staff Aisles in this Order:		Total Projected Work	Employee Random Generated #:	10	<div>Click to: Sort & Rank DT</div>	Row	Work	Row	Work	
DO NOT Touch Cells Below!!!!						DP03	61	DT09	183	
						DT Direct Employees	DP04	76	DT10	151
						5	DP05	85	DT11	181
							DP06	84	DT12	212
						DT Direct Hours	DP07	101	DT13	307
						33	DP08	145	DT14	260
							DP09	48	DT15	320
						DT Volume Goal	DP10	71		
						1073	DP11	136	DT20	8
						DP12	89	DT21	9	
						DP13	73	DT22	2	
					Cutables Direct Employees	DP14	130	DT23	3	
					1	DP15	56			
						DP16	110			
						DP17	109			
Cutables	DT20	8								
	DT21	9								
	DT22	2								
	DT23	3								

DP				4	<div>Click to: Sort & Rank DP</div>	Old Active Items (DP01-02; DT01-08)			
Staff Aisles in this Order:	Total Projected Work	Employee Random Generated #:	Row			Work	Row	Work	
DO NOT Touch Cells Below!!!!						DP01	202	DT01	279
1	DP01	202	1			DP02	153	DT02	410
2	DP02	153	2	DP Direct Employees				DT03	234
3	DP08	145	3	4				DT04	267
4	DP11	136	4	DP Direct Hours				DT05	283
5	DP14	130	#VALUE!	26				DT06	239
6	DP16	110	#VALUE!	DP Volume Goal				DT07	118
7	DP17	109	#VALUE!	546				DT08	309
8	DP07	101	#VALUE!						
9	DP12	89	#VALUE!						
10	DP05	85	#VALUE!						
11	DP06	84	#VALUE!						
12	DP04	76	#VALUE!						
13	DP13	73	#VALUE!						
14	DP10	71	#VALUE!						

15	DP03	61	#VALUE!	
16	DP15	56	#VALUE!	
17	DP09	48	#VALUE!	

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Mantz, Shane L CIV DLA DISTRIBUTION (US)
Sent: Monday, September 19, 2016 11:23 AM
To: Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: STORAGE REPORT
Attachments: Storage Branch Shift Report091716.xlsm

FYI...

-----Original Message-----

From: Cammack, James C Sr CIV (US)
Sent: Saturday, September 17, 2016 3:00 PM
To: Mantz, Shane L CIV DLA DISTRIBUTION (US) <Shane.Mantz@dla.mil>
Subject: STORAGE REPORT

Shane,

Please find attached today's Storage Report. Also, Nine employees signed up for OT, for a total of 58 hours, (b) (6)

(b) (6)



(b) (6)





DEFENSE LOGISTICS AGENCY
DLA DISTRIBUTION SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

*emailed Regs
Certified 11-10-15*

IN REPLY
REFER TO

DLA Distribution Susquehanna Pennsylvania

November 9, 2015

MEMORANDUM FOR (b) (6)

SUBJECT: Letter of Warning for your Failure to Report for Work on a Regular, Full-Time basis

(b) (6)

(b) (6)

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(b) (6)

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Receipt Acknowledged:

(Employee Signature)

(Date)

(b) (6)

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(b) (6)



(b) (6)





DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

IN REPLY
REFER TO

DLA Distribution Susquehanna, PA

April 11, 2016

MEMORANDUM FOR (b) (6)

SUBJECT: Return to Work Order

(b) (6)

(b) (6)

(b) (6)



(b) (6)





DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

IN REPLY
REFER TO

DLA Distribution Susquehanna, PA

September 11, 2015

MEMORANDUM FOR

(b) (6)

SUBJECT: Return to Work Order

(b) (6)

(b) (6)

(b) (9)



(b) (6)



(b) (6)



(b) (6)



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(b) (6)



(b) (6)



(b) (6)

**Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)**

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 2/28/2015

SECTION I - For completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II - For completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(h).

(b) (6)

SECTION III - For completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

(b) (6)

(b) (6)



(b) (6)

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(b) (6)

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(b) (6)

(b) (6)

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

(b) (6)

(b) (6)

(b) (6)



(b) (6)





DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

IN REPLY
REFER TO

DLA Distribution Susquehanna, PA

May 24, 2016

MEMORANDUM FOR (b) (6)

SUBJECT: Notice of Proposed Removal

(b) (6)

(b) (6)



(b) (6)



(b) (6)



(b) (6)





DEFENSE LOGISTICS AGENCY
DLA DISTRIBUTION SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

*Emailed Reg
Certified 11-10-15*

IN REPLY
REFER TO

DLA Distribution Susquehanna Pennsylvania

November 9, 2015

MEMORANDUM FOR (b) (6)

SUBJECT: (b) (6)

(b) (6)

(b) (6)

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(b) (6)

A rectangular area of the document is completely blacked out, indicating redacted information.

Receipt Acknowledged:

(Employee Signature)

(Date)

(b) (6)

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(b) (6)





DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

IN REPLY
REFER TO

DLA Distribution Susquehanna, PA

April 11, 2016

MEMORANDUM FOR (b) (6)

SUBJECT: (b) (6)

(b) (6)



(b) (6)



(b) (6)





DEFENSE LOGISTICS AGENCY
DEFENSE DISTRIBUTION CENTER SUSQUEHANNA PENNSYLVANIA
2001 MISSION DRIVE, SUITE 1
NEW CUMBERLAND, PA 17070-5002

IN REPLY
REFER TO

DLA Distribution Susquehanna, PA

September 11, 2015

MEMORANDUM FOR (b) (6)

SUBJECT (b) (6)

(b) (6)

[REDACTED]

(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)



(b) (6)

**Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)**

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 2/28/2015

SECTION I - TO BE COMPLETED BY THE EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II - TO BE COMPLETED BY THE EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R.

(b) (6)

SECTION III - TO BE COMPLETED BY THE HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

(b) (6)

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(b) (6)

(9) (b)

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Yiengst, Bradley P CIV DLA DISTRIBUTION (US)
Sent: Tuesday, June 21, 2016 9:27 AM
To: Rogers, Kim S CIV DLA HUMAN RESOURCES (US)
Cc: Mantz, Shane L CIV DLA DISTRIBUTION (US); Simpson, Andrew H CIV DLA DISTRIBUTION (US)
Subject: FW: deciding official
Attachments: (b) (6)

Kim/Shane,

Yesterday, (b) (6) reply period ended. I have not heard anything from either the Union or (b) (6)

V/r,

Brad Yiengst
High Rise Manager
DLA Susquehanna
(D) 717.770.8581
(C) 717.926.4516

-----Original Message-----

From: Rogers, Kim S CIV DLA HUMAN RESOURCES (US)
Sent: Tuesday, May 24, 2016 10:39 AM
To: Yiengst, Bradley P CIV DLA (US)
Subject: deciding official

Good morning,

I have another case for you. This is for (b) (6)

You are the deciding official for this case. Attached are the letter and supporting documents that I mailed to the employee today. His reply period is

due (b) (5), (b) (6) Please let me know if the union requests an extension.
(b) (5)

Thanks,
Kim

McNaughton, Sherry L CIV DLA DISTRIBUTION (US)

From: Yiengst, Bradley P CIV DLA (US)
Sent: Thursday, May 19, 2016 12:49 PM
To: Mantz, Shane L CIV (US); Cammack, James C Sr CIV (US)
Cc: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Subject: RE: DDSP Employee of the Month Award
Attachments: (b) (6) ocx

Attached are the two that were sent to me.

V/r,

Brad Yiengst
Storage Deputy
DLA Susquehanna
(D) 717.770.8581
(C) 717.926.4516

-----Original Message-----

From: Mantz, Shane L CIV (US)
Sent: Thursday, May 19, 2016 12:14 PM
To: Cammack, James C Sr CIV (US); Yiengst, Bradley P CIV DLA (US)
Subject: FW: DDSP Employee of the Month Award

James/ Brad,

I covered this at the Tuesday 14:00 meeting with the supervisors as part of my notes from the meeting with John and group.

Please follow up and see where we stand on recognizing our folks.

Thanks,
Shane

-----Original Message-----

From: Marshall, Jodi A CIV DLA DISTRIBUTION (US)
Sent: Thursday, May 19, 2016 12:12 PM
To: Thomas, George D CIV DLA DISTRIBUTION (US); Flynn, Francis D (Fran) CIV (US); Mantz, Shane L CIV (US); Finn, Paul L CIV DLA DISTRIBUTION (US)
Subject: DDSP Employee of the Month Award

REMINDER

DDSP Employee of the Month Award for the month of May 2016 Award Submission are due by COB 19 May

Thank you,

Jodi A. Marshall
Management Services Specialist
EDC Division
DLA Distribution Susquehanna, Pennsylvania
717-770-6109

EMPLOYEE OF THE MONTH NOMINATION WORKSHEET

(b) (6)

QUARTER 1 FISCAL YEAR 2016

FULL NAME OF NOMINEE: (b) (6)

POSITION TITLE/SERIES/GRADE: (b) (6)

ORGANIZATIONAL LOCATION: (b) (6)

NAME OF NOMINATOR/PHONE #:David Southwell 717-770-5920

NARRATIVE:

(b) (6) comes to work with an exuberant attitude. He enjoys being at work every day and brings a positive attitude each day. (b) (6) has an eagerness to learn new things each day. He recently has taken on additional duties in our High Rise storage allowing him to get a better understanding of operations. His team like minded attitude has allowed him to be successful over the month of April. He jumps right into it every day. He has successfully averaged for the month of April in the green at 6.58 ESH while maintaining a standard of excellence and quality in his work and making sure his work area is safe and clean daily.

EMPLOYEE OF THE MONTH NOMINATION WORKSHEET

(b) (6)

MONTH MAR **FISCAL YEAR** 2016

FULL NAME OF NOMINEE: (b) (6)

POSITION TITLE/SERIES/GRADE: (b) (6)

ORGANIZATIONAL LOCATION: DLA Distribution Susquehanna, PA Storage Branch

NAME OF NOMINATOR/PHONE #: Shelly Anderson

Shelly.Anderson@dla.mil, DLA Distribution Susquehanna Pa (717)770-4389

NARRATIVE:

(b) (6) is a Distribution Process Worker for the KB- Storage Branch. (b) (6) demonstrates the qualities of an exemplary Distribution Process Worker Due to his superior performance during the month of March 2016.

During the Month of March (b) (6) independently prioritizes his work, setting aside lower Priority MROS to insure that material is hitting the trucks schedule departure times. (b) (6) is continuously moving from row to row order to get the work load done. I place (b) (6) on one end of walk and pick he will zero out as many as four different rows in a night. This is and continues to be no small undertaking. (b) (6) contributions help our customer the warfighter by successfully completed 8,400 lines for the month of March.

(b) (6) extensive knowledge and experience at DDSP makes him an invaluable employee at DLA Distribution Susquehanna, PA and DLA. Whenever asked for help (b) (6) is always ready to assist in any way possible. When tasked with a new project, (b) (6) accepts the challenge, excited to learn the customer's requirements and to execute the new project. He consistently sets the example for employees through his positive attitude and can-do approach to all aspects of his job, old and new. (b) (6) dedication and attention to detail was evident in his day-to-day work ethic. (b) (6) is extremely reliable and carries out all assignments thoroughly and efficiently, in a manner that requires little to no Lead or Supervisory intervention or monitoring.

(b) (6) efforts sparked an unparalleled level of productivity, accuracy, and efficiency within the history of his work area and directly contributed to the overall success of DLA Distribution Susquehanna, PA. (b) (6) is highly deserving of the prestigious DLA Distribution Mission Impact Employee Award.